Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

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Georgia World Congress Center Business Service Center

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DEADLINE DATES

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Interwire 2013 Forms and Deadline Date

Form	Section	Deadline	Action X
Booth description form Pre Show Issue	3	2/11	
Advertising space reservation form - for Interwire WJI Pre Show Issue	3	1/31	
Advertising space reservation form - for WJI Official Show Program	2	2/28	
Sponsorship Opportunities	3	3/1	
Exhibitor registration / ID badge forms	2	3/29	
Exhibitor ticket order form	2	3/29	
Exhibitor lead retrieval unit order form	8	3/22	
International freight handling (Agility Fairs)	6	3/23	
Exhibitor appointed contractor registration form	5	4/5	
Hotel Information and reservation forms	2	3/29	
Carpet order form	5	4/2	
Authorization for third party billing	5	4/2	
Credit card authorization form	5	4/2	
Stand Furnishings, accessories, drape	5	4/2	
Custom furnishings, accessories, drape	5	4/2	
Exhibit accessories	5	4/2	
Standard booth identification sign (complimentary)	5	4/2	
Custom booth sign	5	4/2	
Overhead sign hanging	5	4/2	
Rigging labor and equipment	5	4/2	
Installation and dismantling labor	5	4/2	
Booth cleaning order form	5	4/2	
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Exhibit Information and shipping instructions	6		
Electrical order form	7	4/2	
Internet service order form	7	4/2	
Plumbing service order form	7	4/2	
Telecommunications service order form	7	4/2	
Plant and floral order form	8		
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FAST FACTS

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Fast Facts

Ceiling Heights, Main Floor
30 Feet to low steel

Electrical Service (from Floor)
120V, Single Phase
208V, Single Phase
208V, Three Pahse
480V, Three Phase
Please see Electrical Service Order Form in Section 7 for complete amperage and wattage details.

Hall Utilities
Compressed Air (from floor)
Water (call to confirm accessibility)
Drain (call to confirm accessibility)
Natural Gas (call to confirm accessibility)
Telephone
Internet
Please see section 7 for forms and detailed information

Floor Loading
Unlimited floor load capacity
Machine installation on pads or pre-case concrete bases

Location
Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Tel: (404) 223-4000
Fax:

Exhibit Hall:
A - 1 & A - 2

Service Contractor
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel: (404) 720-8600
Fax: (404) 720-8755

Floor Manager
John H. Riddle
Riddle and Associates
Atlanta, GA

Show Colors
Booth Drape - Blue & Grey
Aisle Carpet - Black/White Specs

Exhibit Days and Hours
Tuesday, April 23 10:00 AM - 5:00 PM
Wednesday, April 24 10:00 AM - 5:00 PM
Thursday, April 25 10:00 AM - 3:00 PM

Exhibit Setup
Targeted Move-In
Thursday, April 18 (Freight only, by appointment)
Friday, April 19 (Freight only, by appointment)
Saturday, April 20 (By appointment ONLY)
Sunday, April 21 (By appointment ONLY)
General Move-in - Monday, April 22

Show Rules and Guidelines
Found in Section 4

Show Organizers
The Wire Association International, Inc.
1570 Boston Post Road
P.O. Box 578
Guilford, CT 06437
Tel: (203) 453-2777
Fax: (203) 453-8384
www.wirenet.org

Opening Reception
Tuesday, April 23, 6:30 pm - 8:30 pm at the Omni Hotel

NOTE: All exhibits must be complete by Monday, April 22, 5:00 PM.

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Atlanta, GA 30318

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Event Code: G132690413

SERVICE CONTRACTOR & VENDOR LIST

INTERWIRE TRADE EXPOSITION

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Service Contractor and Vendor List

Advertising, Publicity & Promotion
The Wire Association International, Inc.
1570 Boston Post Road
P.O. Box 578
Guilford, CT 06437-0578 USA
Tel.: (203) 453-2777
Fax: (203) 453-8384
Email: bxeller@wirenet.org

Audio/Visual/Computers
Tech Rentals, Inc.
6550 McDonough Drive
Norcross, GA 30093
Tel.: (800) 967-2419
Fax: (770) 451-7925

Catering/Food/Beverage
Levy Restaurants
285 Andrew Young International Blvd., NW
Atlanta, GA 30313-1591
Tel.: (404) 223-4500
Fax: (404) 223-4511
Email: foodservices@levyrestaurants.gwcc.com

Electrical Services
Compressed Air/Water/Drain/Natural Gas
Georgia World Congress Center
285 Andrew Young International Blvd., NW
Atlanta, GA 30313-1591
Tel.: (404) 223-4800
Fax: (404) 223-4813

Plant / Floral
TLC
P.O. Box 538
Rex, GA 30273
Tele: (770) 507-6777
Fax: (474) 474-4676
Email: plant@tlc-florist.com

Freight
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel.: (404) 720-8600
Fax: (404) 720-8755
Email: atlanta@shepardes.com

Furniture & Exhibit Equipments Rental & Cleaning
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel.: (404) 720-8600
Fax: (404) 720-8755
Email: atlanta@shepardes.com

Custom Broker
Agility Fairs & Events Logistics, LLC
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
Tel.: (404) 815-8816
Fax: (404) 724-9135
Contact: Margaret Churchill
Email: mchurchill@agilitylogistics.com

Interpreters / Models / Hostesses
CMT Agency
Tel.: (866) 238-9349
Fax: (404) 233-8863

Lead Retrieval Units
Event Planning International Corp.
EPIC
10900 Granite Street
Charlotte, NC 28273 USA
Tel.: (980) 233-3777
or (800) 521-3265
Fax: (980) 233-3800

Show Organizers
The Wire Association International, Inc.
1570 Boston Post Rd
PO Box 578
Guilford, CT 06437-0578 USA
Tel.: (203) 453-2777
Fax: (203) 453-8384
Email: bxeller@wirenet.org

Service Contractor
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel.: (404) 720-8727
Email: mwebb@shepardes.com

Security
Dupree Security Group, Inc.
104 Sycamore Place, Suite B
Atlanta, GA 30030
Tel.: (404) 350-8355
Fax: (404) 350-6991

Shipping & Receiving, Machinery Drayage and Exhibit Labor
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel.: (404) 720-8600
Fax: (404) 720-8755
Email: atlanta@shepardes.com

Signs / Graphics
Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318
Tel.: (404) 720-8600
Fax: (404) 720-8755
Email: atlanta@shepardes.com

Telephone / Internet
Georgia World Congress Center
285 Andrew Young International Blvd., NW
Atlanta, GA 30313-1591
Tel.: (404) 222-5500
Fax: (404) 222-5514
Email: info@ccld.net

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Event Code: G132690413

EXHIBITOR SCHEDULE

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Exhibitor Schedule	Exhibits open at 10:00 AM on Tuesday, April 23
Thursday, April 18	➢ Targeted move-in only (400 sq ft or greater) Freight only by appointment
Friday, April 19	➢ Targeted move-in only (400 sq ft or greater) Freight only by appointment
Saturday, April 20	➢ **By appointment ONLY**
Sunday, April 21	➢ **By appointment ONLY**
Monday, April 22	➢ General Exhibitor Move-in 8:00 AM - 5:00 PM ➢ Buildup and final construction complete by 5:00 PM ➢ All booth materials and empties must be out of aisles by 5:00 PM
Tuesday, April 23	➢ Exhibits Open: 10:00 AM - 5:00 PM
Wednesday, April 24	➢ Exhibits Open: 10:00 AM - 5:00 PM
Thursday, April 25	➢ Exhibits Open: 10:00 AM - 3:00 PM ➢ Move-out: 3:00 PM - 10:00 PM
Friday, April 26	➢ Move-out: 8:00 AM - 6:00 PM
Saturday, April 27	➢ Move-out: 8:00 AM - 12:00 PM ➢ Freight Re-route: 12:00 PM

IMPORTANT MOVE-IN NOTICE!

All exhibitors with booths that are **smaller than 400 square feet** will begin move-in on April 22, 2013 at 8:00 AM - 5:00 PM (general move-in).

All exhibitors with booths that are **400 square feet or larger** will be contacted beginning February 1, 2013 to secure a move-in target date and time.

Target times will be scheduled from April 18 - 19, 2013, depending on the location of your booth on the floor plan and the scope of your setup requirements.

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Interwire
April 23 - 25, 2013
Georgia World Congress Center
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Material Handling Service Information

Exhibitors occupying booths 400 square feet and over will be targeted for Thursday, April 18 - Friday, April 19. Target date and time will be provided to exhibitors by the Shepard Exposition Service beginning February 1, 2013. If you have questions regarding your target date and time please contact Michael Webb at 404-720-8727 or mwebb@shepardes.com.

- *Shipments received before or after targeted date and time are subject to an additional 15% on the target charge.*
- *Overtime charges (additional 25%) are applicable for shipments received before 8:00 AM or after 2:00 PM Monday through Friday and all day Saturday and Sunday.*

Some exhibitors occupying booths under 400 square feet may be targeted based on material handling requirements; however, general move-in day starts Monday, April 22 starting at 8:00 AM. If applicable, target date and time will be provided to exhibitors by the Shepard Exposition Services beginning February 1, 2013.

Prevailing direct to site material handling rates will apply to shipments received after Friday, April 19, 2013.

- *Off target charges (additional 15%) will not be charged when shipments are received according to assigned target date and time.*
- *Overtime charges (additional 25%) are applicable for shipments received before 8:00 AM or after 2:00 PM Monday through Friday and all day Saturday and Sunday.*

Shipments received advance to warehouse will be placed in booth prior to target date and time. Shipments received direct to site will be place in booth at unload.

- *If freight is delivered in exhibitor's absence, a forklift may be required to move or reposition freight upon exhibitor's arrival and will be charged at the following discount rates until April 2: $202.20 straight time / $238.15 overtime / $274.4 double time.*

  Note: Straight time labor rates will apply from 8:00 AM - 4:30 PM Monday through Friday. Overtime labor rates will apply after 4:30 PM to 8:00 AM Monday through Friday and all day Saturday. Double time labor rates will apply all day Sunday and holidays.

Note: Please keep in mind that carriers may not deliver on Saturday or Sunday; therefore, **consider scheduling shipments for delivery no later than Friday, April 19 at 2:00 PM**.

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EXHIBITING TIPS

INTERWIRE TRADE EXPOSITION

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Exhibiting Tips

1. Take time to read the exhibitor's manual thoroughly.
An initial run through will put you in touch with information and events you need to know when planning your exhibit.

2. Know your company's marketing game plan and communicate that plan through your stand design.
Talk to your sales and marketing team and learn just what it is they need to accomplish at the show. It pays to communicate with the sales team early on in the planning process as this will set the tone for the design, graphics, and necessary activity at the stand.

3. Note important deadlines and order services well in advance.
Meeting deadlines and ordering early can save you as much as 30 to 50% on material and services.

4. Bring copies of all forms and correspondence to the show.
The paperwork backup will prepare you for any last-minute questions that might arise during setup.

5. If your stand is complex with equipment to display, make sure you prearrange your "target" move-in time with the service contractor.
Target times will be arranged beginning in (Date Here). It is vital that you respond to the target bulleting and telephone call. It is also equally important that your setup crew knows the timing and will be on site during the target time.

6. If you have a target time, make sure everything comes together at that time.
Your carpet and electrical should be ready by the target time. Make sure that all your equipment and display materials are coordinated on the same shipment. If a contractor is constructing your stand, make sure they are in sync with your target time.

7. Ship your stand and display materials well in advance and bring copies of all paperwork.
This allows time for a smooth setup and the paperwork backup provides very useful information should a shipment question arise at the show.

8. If at all possible, send your materials in advance (with the exception of machinery) to the contractor warehouse.
This ensures your materials will be in your stand when you are ready to set up.

9. Plan your move-out and make shipping arrangements in advance of the show.
This provides for an orderly moveout. A Move-out service bulletin will be distributed at the show.

10. Make hotel reservations early!
Preferred hotels fill up quickly. Reserve rooms early using the provided form in Section 2.

11. Register all exhibit personnel in advance.
Submit a separate Exhibit company attendee registration / I.D. badge form for each individual. Make sure you meet the deadline noted on the exhibitor registration forms.

12. Opening reception tickets, however, will be batch mailed to your company's key contact (the individual listed on your Exhibitor's License). Distribute these tickets to the appropriate personnel prior to leaving for the show. The Opening Reception is Tuesday, April 23, 2013

13. Promote your participation. SEND YOUR EXHIBITOR COMP PASSES EARLY!
The majority of attendees will arrive at the show with a list of "must see" vendors. Increase the likelihood that you company will be on more lists by promoting and advertising your exhibit. See section 3 for promotional opportunities.

14. Sponsorship opportunities are offered to Interwire 2013 exhibitors. Contact WAI's sales department for current availability and pricing at:
Tel: (203) 453-2777
Fax: (203) 453-8384
Email: bxeller@wirenet.org
abzowski@wirenet.org

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Interwire
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General Information about Interwire

Admission to Exhibit Hall
For the protection of your exhibit, security service will be provided for the duration of the show. During installation and dismantling periods, only individuals wearing an exhibitor's I.D. badge or worker's I.D. badge will be admitted into the exhibit hall. During exhibit days, only registered personnel wearing an Interwire badge will be allowed into the exhibit hall. See section 2 for the appropriate forms.

Booth Dressing (Drapes)
All standard and perimeter booths will be provided with a standard draped back wall and side curtains (drapery for all other booth types is available upon request). All other exhibit display material, i.e., furniture, booth cleaning, booth shells, etc., can be rented through the Shepard Exposition Service. See section 5 for appropriate forms.

Catering Services
By the World Congress Center building rules, all catering services are available exclusively through Levy's Restaurant. A menu and order form is located in section 8.
Any exhibitor planning to distribute food or beverage must receives authorization from Georgia World Congress Center.

Double-Deck Displays
Double-deck displays are permitted in island booths only. Show management must receive written requests for prior approval. Please contact WAI sales department at 203.453.2777.

Electrical / Utility Layouts
Utility ports have been included on the floor plan to aid in the planning of your exhibit. Exhibitors requiring a full electrical or utility layout of their booth should contact the Shepard Exposition Services.

Exhibitor I.D. Badges
There is no limit to the number of, and no cost for, exhibitor I.D. badges ordered in advance. On-site registrants will be charged a $20 processing fee. Exhibitor I.D. badges allow exhibitors onto the exhibit floor during installation, exhibit hours and the dismantling period as well as into all WAI educational theme sessions.

Hanging Signs
Hanging signs are only permitted in an island, split island or peninsula booth 400 sq. ft. or larger. Requests must be submitted in writing and approved by the show organizer no later than April 5, 2013. See sction 5 for the appropriate forms and guidelines.

Exhibitor Appointed Contractor
Installation and dismantling of any exhibit by an independent contractor (a contractor other than the Shepard Exposition Services) must be approved by show management. Requests must be received no later then April 5, 2013. A certificate of insurance must be received no later than April 12, 2013. When entering the GWCC for installation or dismantle of event, all EACs working non-working supervisors, must register at the EAC Desk.

See section 5 for complete information, guidelines, registration and order forms.

International Shipments
All equipment and material being sent to Interwire 2013 should be cleared through U.S. Customs. Agility Fairs & Events is the official broker. See section 6 for complete details.

Lead Retrieval Units
Interwire 2013 attendees have a bar code printed on each badge. A hand held laser reader captures the pertinent information about each attendee.
Standard electrical service is required and must be ordered by returning the Electrical Service Order Form located in section 7.

Opening Reception
The Opening Reception will take place on Tuesday, April 23, 6:30 PM - 8:30 PM.
NOTE: There will be an allotted number of complimentary Opening Reception tickets per exhibiting company based on the square footage reserved. The guidelines are outlined on the Exhibitor Company Attendee Registration/I.D. Badge Form in section 2. Additional Opening Reception tickets may be purchased by returning the Exhibitor Ticket Form also located in section 2.

Registration for Exhibitors
Exhibitors should plan to submit forms for I.D. badges prior to March 18, 2013.

Security Room
There wil be security during the entire show period. A security room will also be available to ensure the safety of portable valuables for exhibitors. Further details and procedure on the use of the security room will be sent to exhibitors in an Exhibitor's Bulletin closer to the show dates.

GENERAL OPERATING POLICIES AND PROCEDURES

GEORGIA WORLD CONGRESS CENTER

These General Operating Policies and Procedures with referenced publications have been established to ensure the Georgia World Congress Center, its personnel, licensees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline governing event and building operations. Any questions, requests for variations or exceptions should be promptly submitted to the Event Services Department and must be approved in writing by GWCC management.

General Operating Procedures

1. Animals and pets are not permitted in the facility except in conjunction with an authorized exhibit, display or performance; or as aids to the disabled.
2. Building signage, graphics, displays, restrooms, elevators, escalators and similar features may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to any building surface.
3. The Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through a service contractor.
4. House lighting, ventilation, heat or air conditioning will be provided as required during open show hours, rehearsals or special conditions. Energy conservation mandates reduced lighting and ventilation during move-in and move-out periods.
5. GWCC provides the following services on an exclusive basis.
   . Electrical services, including power and plumbing.
   . Utility services consisting of water, drain, compressed air, and natural gas
   . Food and Beverage service
   . Telecommunication services
6. A "house electrician or Engineering Technician" must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own company exhibit equipment.
   Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets.
   Contact GWCC Engineering for further information (404-223-4800).
7. The use of anchors and drilling of exhibit hall floors will only be performed by House Engineers. Please contact GWCC Engineering for further Information (404-223-4800).

Maintenance, Cleaning and Protection of Building Furnishing, Equipment and Finishes:

1. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls.
2. Helium balloons may not be given out inside the building but may be authorized for permanent attachment for authorized displays – See Event Services Department.
3. **Adhesive-backed decals and stickers may not be distributed anywhere on the premises.**
4. **"Glitter" and confetti may not be used in carpeted areas of the building.**
5. Planters, furniture and other building equipment may not be removed or repositioned. GWCC personnel shall handle any movement of furniture for event purposes.
6. Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas of the building.
7. Carpet runners; show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Contact Event Services Department for specification of approved tapes to use when installing carpet. Double-faced tape and heat tape are prohibited for direct application to permanent carpet.
8. Tape removal from exhibit hall floor is the responsibility of the licensee and their service contractor(s).
9. Food and beverages are not permitted in any Auditorium of the GWCC.

GENERAL OPERATING POLICIES AND PROCEDURES

GEORGIA WORLD CONGRESS CENTER

Safety

1. Safety of occupants of the Center is of primary concern. Any unsafe condition or activity should be immediately reported to GWCC Security (x4911 on Red House Phone) and supervisory personnel of the responsible party for corrective measures.
2. Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc.
   Within these areas and throughout the premises, the following guidelines will be strictly enforced:
   a. Absolutely no drinking of alcoholic beverages.
   b. No horseplay, practical jokes, etc.
   c. Possession or use of an illegal or controlled substance of any kind is prohibited.
   d. No speeding (over 5 mph) or reckless use of vehicles and equipment.
   e. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.

f. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.

g. Utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.

h. Oil spills; loose or missing floor box covers or any other visible safety hazard shall immediately be reported to GWCC Security (x4911 on Red House Phone).

i. Work activities in galleria areas on upper levels require additional supervision to ensure safety for attendees to other events.

3. Basic Fire Code Regulations:

a. The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.

b. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.

c. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.

d. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.

e. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.

f. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All request must be submitted in writing and include appropriate and required documentation.

4. Special Conditions
   Use of lasers and x-ray equipment, is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact Event Services for specific information on submission requirements for this approval.

5. Passenger elevators and escalators may not be used for freight, including hand trucks, floats and similar equipment.

Food Service

Levy Restaurants is the exclusive caterer for all food and beverage services on the premises. No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking decks, truck docks and drives constituting the "premises". Contact Levy Restaurants (404-223 4500) for food and beverage requests.

Directions to the Georgia World Congress Center
Buildings A & B – Red Parking Deck Upper Entrance - $10/Entry

From the Airport and the South:
Take I-75/85 North to the Andrew Young International Boulevard exit (Exit 248C). Turn left onto Andrew Young International Boulevard. Turn left onto Centennial Olympic Park Drive. Cross Marietta Street and go past CNN Center and the Philips Arena. Turn right onto Andrew Young International Boulevard. Parking in the GWCC Red Parking Deck will be on the right.

From the North:
Take I-75/85 South to Williams Street (Exit 249C). Turn right onto Baker Street. At first traffic light turn left onto Centennial Olympic Park Drive. Follow Centennial Olympic Park Drive until you cross Marietta Street and go past CNN Center and the Philips Arena. Turn right onto Andrew Young International Boulevard. Parking in the GWCC Red Parking Deck will be on the right.

From the West:
Take I-20 East to Spring Street (Exit 56B). Turn left onto Spring Street and then left on to Marietta Street. Turn left onto Centennial Olympic Park Drive and go past CNN Center and the Philips Arena. Turn right onto Andrew Young International Boulevard. Parking in the GWCC Red Parking Deck will be on the right.

From the East:
Take I-20 West to Spring Street (Exit 56B). Turn right onto Spring Street and then left on to Marietta Street. Turn left onto Centennial Olympic Park Drive and go past CNN Center and the Philips Arena. Turn right onto Andrew Young International Boulevard. Parking in the GWCC Red Parking Deck will be on the right.

Campus and Parking Map

Campus Facilities

- A B C GWCC
- D Georgia Dome
- E Centennial Olympic Park

Parking Key

		Number of Spaces
1	Red Deck	2,000
2	Orange Lot	580
3	Silver Lot	82
4	Blue Lot	722
5	Gold Deck	300
6	Yellow Lot	1284
7	Marshalling Yard	
8	Green Lots	200
9	Brown Lot	300
10	Off Campus Lots	

GEORGIA WORLD CONGRESS CENTER

GEORGIA DOME

CENTENNIAL OLYMPIC PARK

Georgia World Congress Center Authority Campus Map

3/2010

MEMBERSHIP APPLICATION

Send application and payment to: **The Wire Association International, Inc.**
1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

Individual Information

LAST NAME _____ FIRST NAME _____ M.I. _____

TITLE _____ COMPANY _____

ADDRESS ❑ BUSINESS or ❑ HOME _____

CITY OR TOWN _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

TELEPHONE (include area code–when applicable include country and city code) _____ FAX (include area code–when applicable include country and city code) _____

E-MAIL ADDRESS (REQUIRED) [ ] _____

BIRTH DATE (MM/DD/YYYY) _____ GENDER (M/F) _____ REFERRED BY _____

Business Information (required)

A. Which ONE of the following best describes your company's type of business?

WIRE & CABLE MANUFACTURING
10 ❑ Aluminum & Aluminum Alloys (Rod/Bar, Bare Wire, Both)
20 ❑ Copper & Copper Alloys (Rod/Bar, Bare Wire, Both)
30 ❑ Steel & Steel Alloys (Rod/Bar, Bare Wire, Both)
40 ❑ Other Metal (Rod/Bar, Bare Wire, Both)
50 ❑ Electrical Wire & Cable (Insulated Wire)
53 ❑ Communications Wire & Cable (Insulated Wire)
55 ❑ Fiber Optics

FASTENERS, WIRE FORMING, FABRICATING
61 ❑ Fastener Manufacture
62 ❑ Four-Slide Forming
64 ❑ Hot and/or Cold Forming and Heading
66 ❑ Spring Manufacture
68 ❑ Wire Cloth Mesh Screening
69 ❑ Other Forming and Fabricating
(Please specify) _____

SUPPLIER TO THE WIRE & CABLE INDUSTRY
72 ❑ Machinery
74 ❑ Process, Accessories, Materials

WIRE END-USER
11 ❑ Appliance
12 ❑ Communications (Voice/Data)
13 ❑ Computer
14 ❑ Construction/Building
15 ❑ Electrical (Equipment/Components/Power)
16 ❑ Transportation/Vehicular
17 ❑ Wire Formed Durable Goods

OTHER
80 ❑ Service Centers, Distributors, & Warehouses
90 ❑ Consultants
92 ❑ Government, Library, and Allied

B. Which ONE of the following best describes your primary job function?

10 ❑ General & Administrative Management
20 ❑ Engineering, Operations, Production
30 ❑ Technical, Research & Development, Quality Control
40 ❑ Purchasing
50 ❑ Sales & Marketing
90 ❑ Other (Please specify) _____

C. I wish to receive a free subscription to the *Wire Journal International*. ❑ **YES.** ❑ No thank you.

SIGNATURE (REQUIRED) _____ DATE _____

Chapter Membership

WAI Chapters provide additional networking and educational opportunities on a regional level. Please select appropriate chapter and complete dues line below.

❑ Mid-South USA ❑ Midwest USA ❑ New England USA
❑ Ohio Valley USA ❑ Southeast USA ❑ Western USA
❑ India ❑ Italy ❑ Poland

Student Membership

Available to students enrolled full-time in an institution for advanced education and who have an interest in the processes, techniques, and methods for the manufacture of wire. Dues waived with proof of enrollment.

INSTITUTION _____ GRADUATION DATE _____

Membership Dues Calculation

Indicate Amount

Membership Dues:* ❑ One year: $110 ❑ Two years: $205 ❑ Three years: $300 $_____

**Inquire about corporate rates. Contact mmurray@wirenet.org*

Chapter Dues: ❑ First year: $15 ❑ Two years: $30 ❑ Three years: $45 $_____

(Indicate chapter above.)

TOTAL AMOUNT ENCLOSED: $_____

Payment Options:

❑ Check (Payable to The Wire Association International, Inc.)
❑ American Express ❑ Discover ❑ MasterCard ❑ Visa
❑ Wire Transfer

NAME ON CARD _____

CARD NUMBER _____ EXP. DATE _____

SIGNATURE (REQUIRED) _____ DATE _____

WIRE TRANSFER NUMBER _____ DATE _____

NOTE: All checks must be in U.S. Dollars drawn on a U.S. bank. Credit card payments are preferred for members from outside the U.S. and Canada. If a check or credit card is not used, a wire transfer may be sent in U.S. dollars. For instructions, contact the WAI Membership Department at membership@wirenet.org or by telephone at (001) 203-453-2777.

Your membership dues may be deductible as an ordinary and necessary business expense, not as a charitable contribution.

Membership in The Wire Association International, Inc. is held by the individual, not the company, and is continuous unless cancelled in writing. Membership is not transferable. Dues are non-refundable and are billed annually based upon the member's anniversary date. Annual dues are set by the WAI Board of Directors, and are subject to change.

WIRE JOURNAL INTERNATIONAL Reference Guide WIRENET.ORG WAI STORE WAI EDUCATION CENTER The WAI Connection INTERWIRE TRADE EXPOSITION WIREexpo

Hotel Reservation Form Deadline: March 29 - April 2, 2013

Four hotels are offering special Interwire 2013 rates. Reservations may be made by either calling hotels directly or by booking online using the direct links provided below. Online reservations may also be made at www.wirenet.org

IMPORTANT: If making hotel reservations by phone, remember to ask for the special INTERWIRE or WIRE ASSOCIATION rates shown below. If making reservations online, use the customized links below to ensure you receive the special INTERWIRE rates.

HOSPITALITY SUITES: Please call hotels directly for options, availability and suite rates.

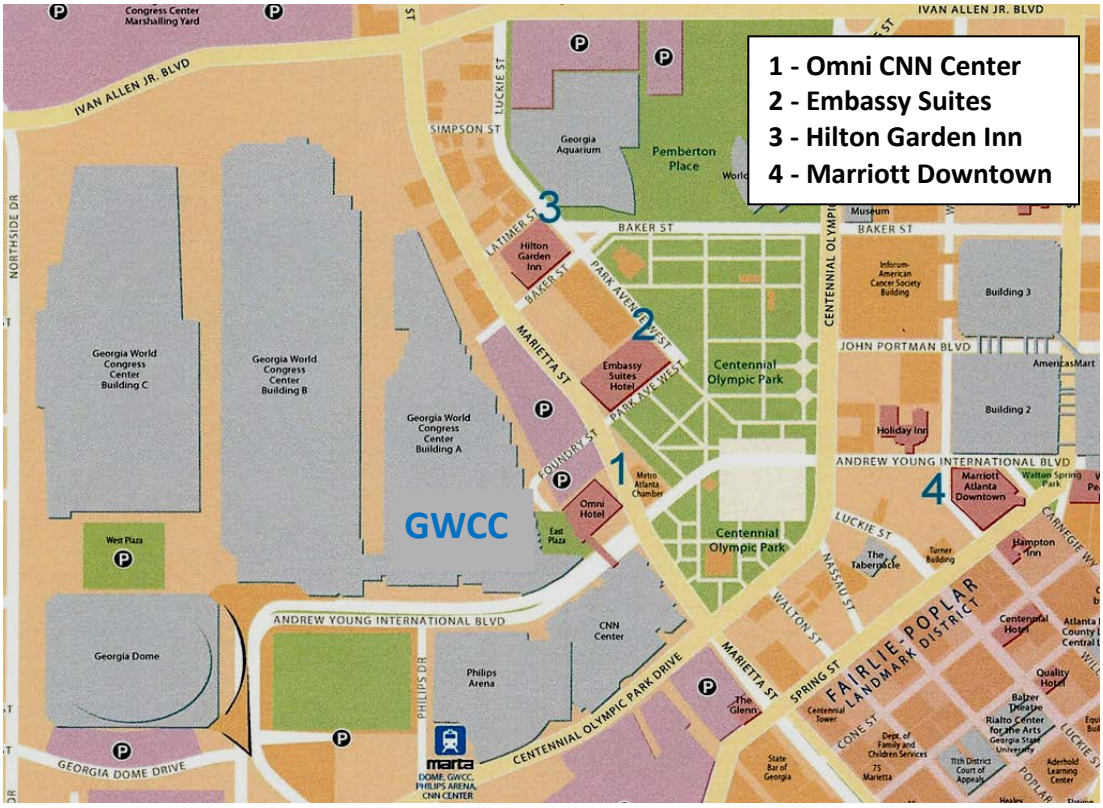
---

1) Omni Hotel at CNN Center (HQ Hotel) **RATE: US$175.00 per room night, plus tax, single or double**
100 CNN Center
Atlanta, Georgia 30303 RESERVATIONS DEADLINE: March 29, 2013
Phone: (001) 404-659-0000 - Ask for the "INTERWIRE" rate.
OR Click on the following link or copy and paste into your browser. **http://tinyurl.com/c6pt8lo**

2) Embassy Suites Hotel **RATE: US$164.00 per night, plus tax, single or double**
267 Marietta Street
Atlanta, Georgia 30313 RESERVATIONS DEADLINE: April 2, 2013
Phone: (001) 404-223-2300 or 800-362-2779 - Ask for the GROUP CODE "ITW".
OR Click on the following link or copy and paste into your browser. **http://tinyurl.com/c4nonof**

3) Hilton Garden Inn **RATE: US$154.00 per night, plus tax, single or double**
275 Baker Street NW
Atlanta, Georgia 30313 RESERVATIONS DEADLINE: April 2, 2013
Phone: (001) 404-577-2001 - Ask for the GROUP CODE "IWA".
OR Click on the following link or copy and paste into your browser. **http://tinyurl.com/atl13HGI**

4) Atlanta Marriott Downtown **RATE: US$159.00 per night, plus tax, single or double**
160 Spring Street NW
Atlanta, Georgia 30313 RESERVATIONS DEADLINE: March 29, 2013
Phone: (001) 404-688-8600 or 866-316-5959 - Ask for the GROUP CODE "INT".
OR Click on the following link or copy and paste into your browser. **http://tinyurl.com/cxkzzm3**



Exhibitor Company Attendee Registration/I.D. Badge

Deadline: MARCH 18, 2013

Form use: registers your company personnel.

All exhibiting company personnel **must** have an exhibitor badge to access the show floor during set-up, breakdown, and exhibitor-only hours on show days. Badges must be worn at all times on the show floor.

EXHIBITOR I.D. BADGES will allow a person access to the exhibit hall for the entire show as well as set-up and breakdown. Exhibitor badges also ensure admission to the educational theme sessions. Exhibitor badges will only be issued to employees from exhibiting companies.

Take note of the following important messages:
- One form per exhibit person
- The number of badges is unlimited
- Badges may be picked up on-site at the exhibitor registration counter
- All badge addresses are individualized to allow for differing company locations and divisions
- Deadline for badge form is **March 18, 2013**
- Advanced registration saves time and money

To register *your customers* for the exhibits—use Complimentary Exhibit Passes. Do not use this form.

OPENING RECEPTION tickets will be sent to your KEY CONTACT listed on the Original Exhibitor License. Each contracted stand receives three complimentary tickets for the first 100 sq. ft. and one ticket for each additional 100 sq. ft. of exhibit space (Example: 400 sq. ft. = 6 tickets). If you need more than your allotted number, you may purchase additional tickets by using the Exhibitor Ticket Order Form.

TIP: Pre-register—There is a $20.00 per badge processing fee for exhibitors who register on-site.

TIP: Complete all information to ensure accurate I.D. Badge printing. If you have numerous registrants all with the same address—complete the company and address information on a master form—photocopy and complete the individualized name, title, and business information.

Or register online at: www.wirenet.org

1. Complete this section to register exhibitors named; photocopy to register additional exhibitors.

Please print or type clearly and complete every item. Submit a separate form for each member of your exhibit team.

Please check one box: ❑ I will be working in my company's booth ❑ I will attend as an additional company representative

LAST NAME _____ FIRST NAME _____ MIDDLE _____

TITLE _____

COMPANY NAME _____

STREET/MAILING ADDRESS _____

2ND ADDRESS LINE IF NEEDED _____

CITY _____ STATE/PROV. _____ POSTAL CODE _____ COUNTRY _____

COUNTRY CODE _____ TELEPHONE (include area code) _____ FAX (include area code) _____

E-MAIL (REQUIRED) [ ]

2. Business Information. This section MUST be completed.

A. Which ONE of the following best describes your company's type of business? PLEASE CHECK ONLY ONE.

WIRE MANUFACTURING
- 10 ❑ Aluminum & Aluminum Alloys (Rod/Bar, Bare Wire)
- 20 ❑ Copper & Copper Alloys (Rod/Bar, Bare Wire)
- 30 ❑ Steel & Steel Alloys (Rod/Bar, Bare Wire)
- 40 ❑ Other Metal (Rod/Bar, Bare Wire)
- 50 ❑ Electrical (Insulated Wire)
- 53 ❑ Communication (Insulated Wire)
- 55 ❑ Fiber Optics

FASTENERS, WIRE FORMING, FABRICATING
- 61 ❑ Fastener Manufacture
- 62 ❑ Four-Slide Forming
- 64 ❑ Hot and/or Cold Forming and Heading
- 66 ❑ Spring Manufacture
- 68 ❑ Wire Cloth Mesh Screening
- 69 ❑ Other Forming and Fabricating

Please Specify _____

SUPPLIERS TO THE WIRE INDUSTRY
- 72 ❑ Machinery
- 74 ❑ Process, Accessories, Materials

WIRE END-USER
- 11 ❑ Appliance
- 12 ❑ Communications (Voice/Data)
- 13 ❑ Computer
- 14 ❑ Construction/Building
- 15 ❑ Electrical (Equipment/Components/Power)
- 16 ❑ Transportation/Vehicular
- 17 ❑ Wire Formed Durable Goods

OTHER
- 80 ❑ Service Centers, Distributors & Warehouses
- 90 ❑ Consultants
- 92 ❑ Government, Library, and Allied

B. Which ONE of the following best describes your primary job function? CHECK ONLY ONE.
- 10 ❑ General & Administrative Management
- 20 ❑ Engineering, Operations, Production
- 30 ❑ Technical, Research & Development, Quality Control
- 40 ❑ Purchasing
- 50 ❑ Sales & Marketing
- 90 ❑ Other

Please Specify _____

3. SPECIAL OFFER: Free *Wire Journal International* Subscription ❑ YES ❑ No thank you.

I would like to receive/continue to receive *Wire Journal International* each month!

YOUR SIGNATURE (REQUIRED) _____ **DATE (required)** _____

If you choose to mail this form, please keep a photocopy.

Mail or fax form to the attention of: Exhibitor Registration at the address below.

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

Exhibitor Ticket Order Form

Deadline: MARCH 29, 2013

Use this form to purchase any of the following: Enrollment in Fundamentals of Wire Manufacturing or other social events.

For more information or to register online, visit: www.wirenet.org and use code ETO.

Important: Tickets may be picked up on-site at the exhibitor registration counter.

1. Please register me for the following events.

Please print or type clearly and complete every item. Submit a separate form (photocopy) for additional registrants.

LAST NAME

FIRST NAME MIDDLE

TITLE

COMPANY

STREET/MAILING ADDRESS

2ND ADDRESS LINE IF NEEDED

CITY STATE/PROV. POSTAL CODE

COUNTRY

COUNTRY CODE TELEPHONE (include area code)

COUNTRY CODE FAX (include area code)

E-MAIL (REQUIRED) [ ]

2. Event Registration. This section MUST be completed.

*advanced (on or before **MARCH 29, 2013**) | on-site (after **MARCH 29, 2013**)

		*advanced	*on-site
FULL REGISRATION PLUS NEW WAI MEMBERSHIP (BL/AEM)			
Includes exhibits, opening reception, technical sessions & online conference proceedings, production solutions, and one year WAI membership.	New Member	$425 ❑	$525 ❑
❑ Yes, I wish to receive a free subscription to *Wire Journal International*.			
NEW MEMBER SIGNATURE	DATE		
FULL REGISRATION (BL/AE)			
Includes exhibits, opening reception, technical sessions & online conference proceedings, and production solutions.	Member	$350 ❑	$450 ❑
	Non Member	$450 ❑	$550 ❑
EXHIBITS ONLY (GD/CE)			
Tuesday-Thursday, April 23-25 Includes exhibits and production solutions.		$70 ❑	$85 ❑
OPENING RECEPTION ONLY (IE)			
Tuesday, April 23 *Note: opening reception is already included in full registration fees.*		$125 ❑	$150 ❑
FUNDAMENTALS OF WIRE MANUFACTURING (INCLUDES EXHIBITS) (GDS)			
Monday-Tuesday, April 22-23 Includes program handouts, Monday lunch, access to the exhibits, and production solutions.	Member	$275 ❑	$375 ❑
	Non Member	$350 ❑	$450 ❑
Check one: ❑ Ferrous Track (FT) ❑ Nonferrous Track (NT)	Member with Full Registration	$125 ❑	$225 ❑
	Non Member with Full Registration	$145 ❑	$245 ❑
KIA MOTORS MANUFACTURING PLANT TOUR (PTK)			
Monday, April 22 *Note: Space is limited and preference will be given to full conference registrants. Individual registrations subject to approval.*	Member	$60 ❑	N/A
	Non Member	$75 ❑	N/A
GENERAL TOUR (GT)			
Thursday, April 25 *Note: Space is limited and preference will be given to full conference registrants. Individual registrations subject to approval.*	Member	$60 ❑	N/A
	Non Member	$75 ❑	N/A
5K ROAD RACE CHARITY EVENT (FKR)			
Thursday, April 25 Proceeds to charity.		$25 ❑	$25 ❑

3. Total Registration Fees U.S. $ _____

4. Registration Fee is Paid By:

❑ Check enclosed payable to THE WIRE ASSOCIATION INTERNATIONAL, INC.
(Checks must be in U.S. dollars drawn on U.S. bank)

Credit Card: ❑ Visa ❑ MasterCard ❑ American Express ❑ Discover

Fax registrations must use Credit Card for payments of ALL meeting fees.

CARD NUMBER |__|__|__|__|__|__| EXPIRATION DATE

NAME ON CARD (PLEASE PRINT)

SIGNATURE (REQUIRED)

Cancellation Policy—Refund requests must be received in writing by these dates: On or before 3/18/13 - REFUND minus $25 handling fee | After 3/18/13 - NO REFUND

If you choose to mail this form, please keep a photocopy.

Mail or fax form to the attention of: Exhibitor Registration at the address below.

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

General Rules & Guidelines

Booth Construction Guidelines

- Guidelines for booth construction are included in this section. Please be sure to follow the guidelines according to the type of booth you have reserved. Failure to comply with the appropriate guidelines will give Show Management the right to request the Exhibitor to alter his exhibit prior to allowing the setup of such exhibit.
- All exposed parts of exhibitor's display must be finished so as not to be objectionable to other exhibitors or Show Management. Any objection-able feature of exhibitor's display may be draped or modified at the sole discretion of Show Management and the cost thereof billed to and paid by exhibitor. All machinery must have drip pads.
- Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls of the Georgia World Congress Center. Adhesive-backed decals and stickers may not be distributed anywhere on the premises. Glitter and confetti may not be used in carpeted areas of the building.

Booth Construction Jurisdiction

- Construction of a booth, stand or exhibit may be made by either employees of the exhibiting company, the official show con-tractor or by an authorized independent contractor. All groups are required to follow all show rules concerning construction and scheduling.

Children

- Children under the age of eighteen (18) years, WILL NOT be permitted on the show floor during MOVE-IN or MOVE-OUT. Please make necessary provisions during these time periods. Children will be admitted during normal show hours with adult supervision.

Combustible Material

- All display materials must be flame retar-dant or of inherently fireproof materials. Under no circumstances will combustible oils or gases be permitted in the exhibit hall aisles. Exits must be kept free of obstructions at all times. Exhibitors must comply with, and all exhibits and materials must meet, the requirements and regulations of the Atlanta Bureau of Fire Services.

Demonstrations or Entertainment

- Do not place your demonstration areas on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with normal traffic flow in the aisle or overflow into the exhibits of your neighbors on each side or across the aisle, Show Management will request that you limit, relocate or eliminate the presentation. The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. Aisles must not be obstructed at any time.

Double-deck Displays

- Double-deck displays will only be allowed in an island booth and must be submitted in writing to Show Management. Please see double-deck displays for details and guidelines.

Food Service

- Georgia World Congress Center is the exclusive caterer for all food and beverage services at the Georgia World Congress Center. No food or beverage of any kind may be brought or delivered into the building or anywhere on the premises.

Freight Handling Jurisdiction

- Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard Exposition Services will not be responsible, however, for any material they do not handle.
- Exhibitors may carry in display materials by hand or by two-wheeled dolly. Any freight requiring a pallet, fork lift, crane or other motorized equipment must be managed by the official show contractor, Shepard Exposition Services.
- The Georgia World Congress Center will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the marshalling trailer. Do not proceed to the dock until instructed to do so. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense. Full details and information are outlined in this manual.

Good Neighbor Policy

- ALL exhibitors with island or split-island booths must return the survey request form in this manual if your booth design has the following: you will be utilizing an Enclosure or Full-length Wall (over 8' 3" high) (enclosure/walls made of opaque materials without sight/visibility to surrounding booths). This policy change is meant to communicate to our member exhibitors any potential sight-line problems prior to the show when corrective action can take place, instead of on-site when corrective action would be limited/not available.

Gratuities

- Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Floor Manager and Shepard Exposition Services.

Grievances

- Craftsmen at all levels will be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Floor Manager.

Hanging Signs

- The use of hanging signs will be allowed to those exhibits which are at least 400 sq. ft. and either an island or split island exhibit. Advanced written approval must be obtained by exhibitor.

Height Restrictions

- Height restrictions do not apply to a piece of machinery that is regularly sold and used within the industry, except that the item must be placed so that it does not obscure the view of adjoining exhibits. Height restrictions do apply to display material.

Helium Balloons

- Helium Balloons may be authorized for permanent attachment to authorized displays. Helium balloons being used for overhead display will follow the same guidelines as hanging signs.

Independent Contractors

- Exhibitor may employ independent contractors for the erection and dismantling of an exhibit booth. However, exhibitor must receive prior written approval by Show Management. The independent contractor must show proof of appropriate insurance coverage prior to entering the show floor. All independent contractors must conform to all target times and show set-up/break down schedules. Full details are outlined in this manual.
- Exhibitors cannot employ independent contractors for any equipment handling. Any exhibitor requiring equipment handling must employ the service of the official service contractor, the Shepard Exposition Services.

Insurance Coverage

- All exhibitors and independent contractors must show proof of the required insurance coverage as outlined on the Exhibitor's License.

Photos, Cameras, all Recording Devices

- The only circumstance where an attendee or exhibitor may use any of the above devices is either with the approval of the exhibiting company, or when recording or photographing an exhibitor's own exhibit.

Storage

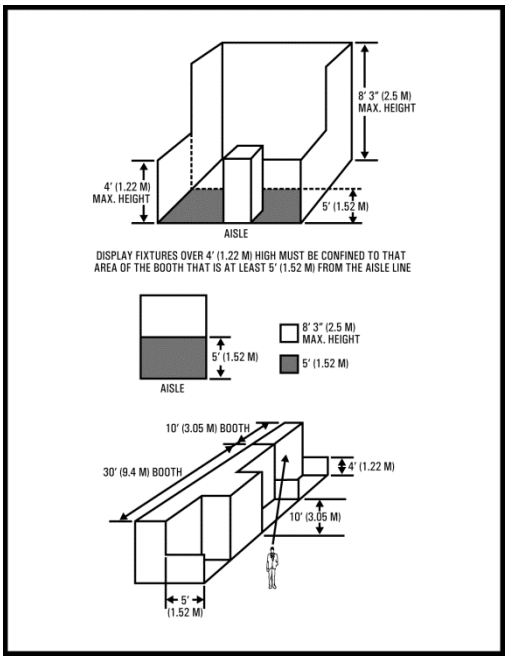
- The Fire Marshall absolutely prohibits the storage of empty crates and containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates and containers. Full details are outlined in this manual.

Targeted Move-in Time

- Exhibitors will begin receiving notice in February regarding targeted move-in. At that time you will be asked to schedule and agree on a target move-in time. This appointed hour will allow you and our contractors to organize the move-in of your equipment, machinery and freight as well as coordinate the laying of carpet, etc. It is required that you respond to this target move-in notice.

See following pages for booth guidelines.

A. Standard Booth


8' 3" (2.5 M)
MAX. HEIGHT
4' (1.22 M)
MAX. HEIGHT
5' (1.52 M)
AISLE
DISPLAY FIXTURES OVER 4' (1.22 M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52 M) FROM THE AISLE LINE
8' 3" (2.5 M) MAX. HEIGHT
5' (1.52 M)
5' (1.52 M)
AISLE
10' (3.05 M) BOOTH
30' (9.4 M) BOOTH
4' (1.22 M)
10' (3.05 M)
5' (1.52 M)

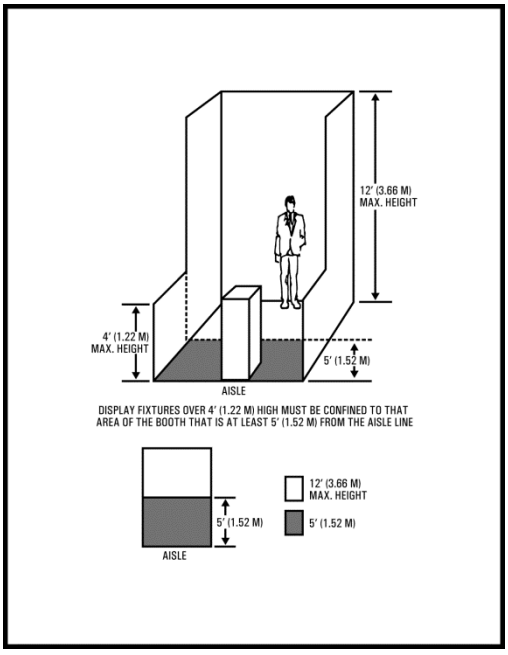
Definition: One or more standard units in a straight line.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8' 3" (2.5 m).
Intent: *If a portion of an exhibit booth extends above 8' 3" (2.5 m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.*

Depth: All display fixtures over 4' 0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' 0" (1.52 m) from the aisle line.
Intent: *Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14 m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' 0" (1.22 m) and within 10 lineal feet (3.05 m) of a neighboring exhibit is intended to accomplish both of these aims.*

Important: Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

B. Perimeter Wall Booth


12' (3.66 M)
MAX. HEIGHT
4' (1.22 M)
MAX. HEIGHT
5' (1.52 M)
AISLE
DISPLAY FIXTURES OVER 4' (1.22 M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52 M) FROM THE AISLE LINE
12' (3.66 M) MAX. HEIGHT
5' (1.52 M)
5' (1.52 M)
AISLE

Definition: Standard booth located on the outer-perimeter wall of the exhibit floor.

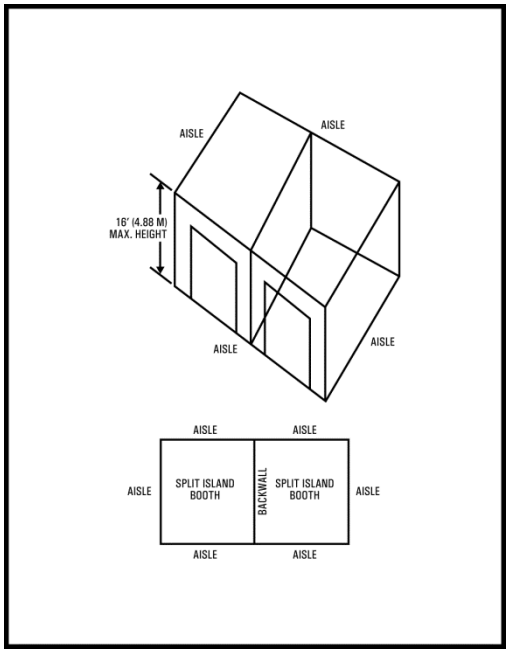
Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12' 0" (3.66 m) in perimeter-wall booths.
Intent: *Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8' 3" (2.5 m) will not interfere with or distract from any other exhibit booth.*

Depth: All display fixtures over 4' 0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' 0" (1.52 m) from the aisle line.
Intent: *Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space 30 lineal feet (9.14 m) or more should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' 0" (1.22 m) and within 10 lineal feet (3.05 m) of a neighboring exhibit is intended to accomplish both of these aims.*

Important: Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8' 0" (2.44 m) height or the 12' 0" (3.66 m) height, so that it can be used in all fixture shows even if a perimeter-wall space is not available.

C. Split Island Booth



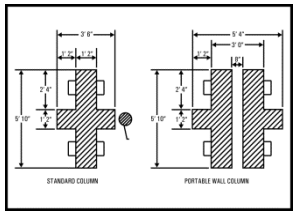
Definition: Exhibit with four or more standard units back to back and split in such a manner that the back wall is common to each exhibit.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16 '0" (4.88 m).

Depth: Since a split island booth consists of four or more standard units back to back and shares a common back wall with neighboring exhibits with three aisle exposures, full use of the floor plan is permitted.

Important: Although a split island booth shares many of the advantages of an island booth, double-deck display is **NOT PERMITTED** in a split island booth. Hanging signs are permitted. See hanging sign guidelines, Section H, for complete details.

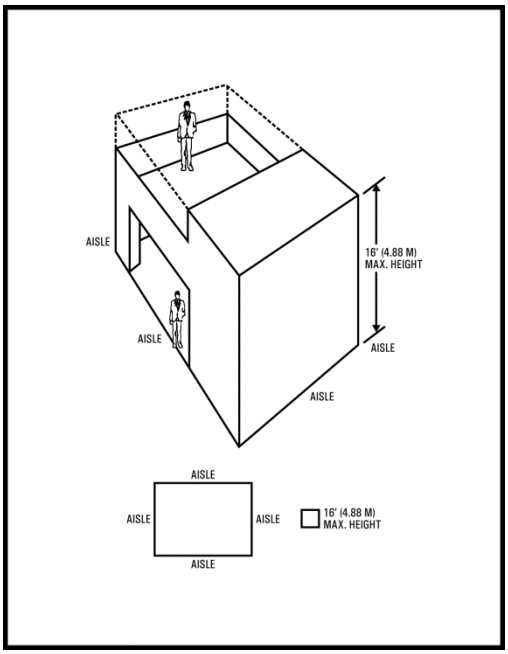
Note: Any portion of the exhibit bordering another exhibitor's booth must have the backside of that portion finished and must not carry identification signs or other copy that detracts from the adjoining exhibit.



Column Schematic

If you have a column bordering your booth, contact WAI sales for exact measurements.

D. Island Booth

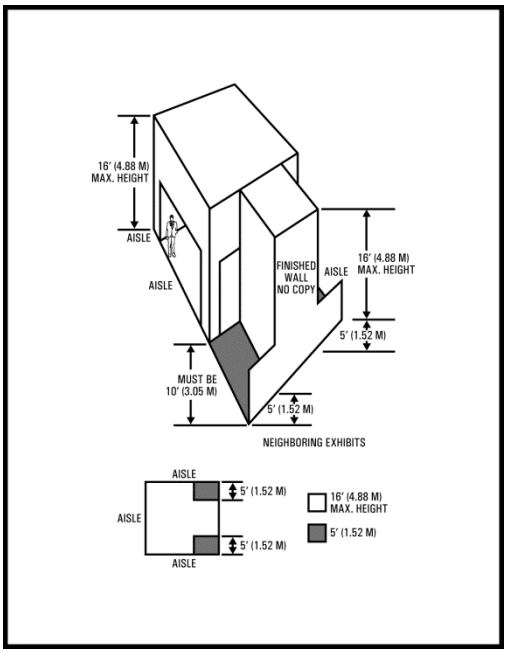


Definition: Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' 0" (4.88 m), provided written approval is received from exposition management at least 60 days prior to the show.
Intent: *When an island booth exceeds 8' 3" (2.5 m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 16' 0" (4.88 m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others efforts. Also, the 16' 0" (4.88 m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his/her exhibit.*

Depth: Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

E. Peninsula Booth



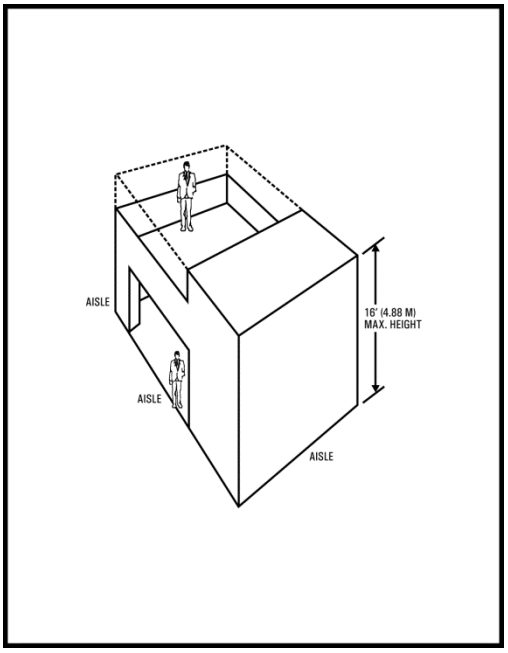
Definition: Exhibit with four or more standard units back to back with an aisle on three sides.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' 0" (4.88 m), provided written approval is received from exposition management at least 60 days prior to the show.
Intent: *When an exhibit in a peninsula booth configuration exceeds 8' 3" (2.5 m), it does not interfere with other exhibitors because it does not back up against another exhibitors back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 16' 0" (4.88 m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 16' 0" (4.88 m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get maximum use of his or her exhibit.*

Depth: All display fixtures over 4' 0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5' 0" (1.52 m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.
Intent: *Exhibitor's adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.*

Important: Peninsula booths are normally "faced" toward the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit.

F. Double-deck Displays



Definition: Exhibit with more than one display level, in four or more standard units, back to back with aisles on all four sides.

Regulations:
A. A double-deck booth will be permitted only in an island booth.
B. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16' 0" (4.88 m).
C. Audible smoke alarms must be installed on each level.
D. 10 lb. ABC fire extinguisher must be located on each level.
E. Signs must be posted indicating the maximum number of people the structure will accommodate.

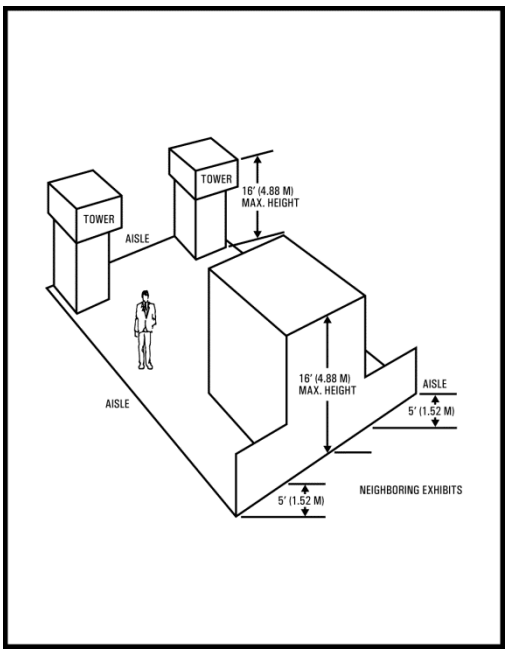
Guidelines for approval: There will be a surcharge of 50% of the total space cost for double deck displays.

Request for a double-deck display must be submitted in writing to The Wire Association International, Inc., Show Management, a minimum of 90 days in advance of the show.

Please submit three (3) complete sets of any drawings or descriptions along with your request. Request should include technical drawings showing display structure that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use. Also, included must be a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Maximum number of people the structure will accommodate must be indicated.

See following page for tower and hanging sign guidelines.

G. Towers

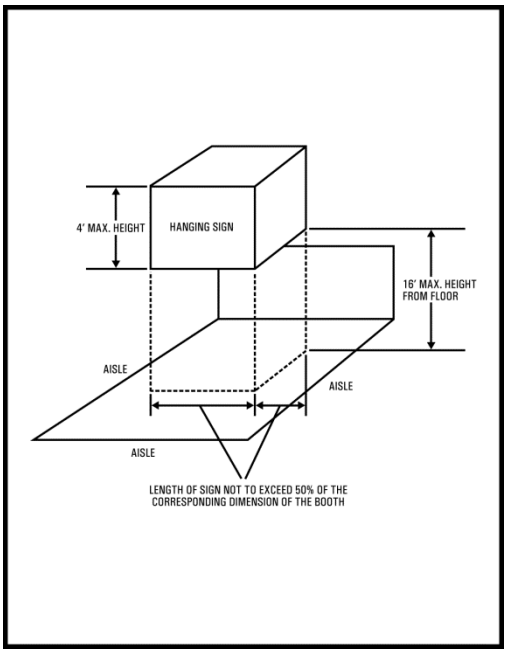


Definition: A free standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Height/depth: Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 16' 0" (4.88 m) in height, and will not be placed within 10 lineal feet (3.05 m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5' 0" (1.52 m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.
Intent: *Towers are part of the overall exhibit presentation and, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with towers of the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.*

Structural integrity: All towers in excess of 12' 0" (3.66 m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.
Intent: *Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.*

H. Hanging Signs



Definition: An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification.

Regulations:
A. Hanging Signs will only be permitted in the following exhibit types:
1. Island booth—400 sq. ft. or greater.
2. Split island booth—400 sq. ft. or greater
3. Peninsula booth—400 sq. ft. or greater

B. Hanging signs will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.
C. Hanging sign dimensions from the top of the sign to the bottom cannot exceed 4' (1.22 m). (See diagram)
D. Hanging sign will be positioned 16' (4.88 m) from the floor to the bottom of the sign. Height of sign cannot exceed 20' (6.1 m) from the floor.
E. The maximum hanging load of any single sign or component shall be 500 pounds. Any exception to the maximum hanging load will be handled on an individual basis.
F. All signs suspended from the ceiling of the Georgia World Congress Center must be hung by Shepard Exposition Services. No other firm will be allowed access to the ceiling in the Georgia World Congress Center, nor will they be allowed to bring any equipment onto the show floor at anytime.

Guidelines for approval: <u>All requests must be submitted in writing and approved by The Wire Association International, Inc., Show Management, a minimum of 60 days in advance of the show.</u>

Please submit three (3) complete sets of any drawings or descriptions along with your request. Drawings should include a description of items(s) to be hung, proposed method of installation, location of hanging points, total weight of item(s) and any other pertinent technical information. Each request must be approved by the Georgia World Congress Center's Engineering Department.

Intent: *All exhibitor hanging signs will be uniformly hung with the bottom of the sign starting at 16' (4.88 m) from the floor and the top no higher than 20' (6.1 m) from the floor. This allows for the show aisle signs to be hung at a different height from the hanging signs therefore minimizing viewing interference for the attendee.*

Please note: The Georgia World Congress Center's Engineering Department holds the authority to hire the services of a Registered Structural Engineer to review and approve such requests in addition to reviewing the final installation. The cost of the Registered Structural Engineer shall be at prevailing rates and paid by the exhibitor. After approval, the exhibitor will use the special labels and address provided in this manual. Send the signs under separate shipment. **Do not ship signs until you receive approval.**

INTERWIRE TRADE EXPOSITION ADVANCE REGISTRATION FORM

Convention: April 22-25, 2013 | Exhibits: April 23-25, 2013
Georgia World Congress Center | Atlanta, Georgia, USA

1. COMPLETE & MAIL OR FAX THIS FORM TODAY

Note: Please print neatly and complete all information to ensure accurate registration. If you choose to mail this form, make sure you keep a photocopy.

INTERNAL USE
DT RCD
AMT PD
PYMT

LAST NAME

FIRST NAME MIDDLE

TITLE

COMPANY

STREET/MAILING ADDRESS

2ND ADDRESS LINE IF NEEDED

CITY STATE/PROV. POSTAL CODE

COUNTRY

COUNTRY CODE TELEPHONE (include area code) FAX (include area code)

E-MAIL (REQUIRED) [ ]

2. BUSINESS INFORMATION (These two questions must be completed for proper processing.)

A. Which ONE of the following best describes your company's type of business? PLEASE CHECK ONLY ONE.

WIRE MANUFACTURING
10 ❑ Aluminum & Al. Alloys (Rod/Bar, Bare Wire)
20 ❑ Copper & Copper Alloys (Rod/Bar, Bare Wire)
30 ❑ Steel & Steel Alloys (Rod/Bar, Bare Wire)
40 ❑ Other Metal (Rod/Bar, Bare Wire)
50 ❑ Electrical (Insulated Wire)
53 ❑ Communication (Insulated Wire)
55 ❑ Fiber Optics

FASTENERS, WIRE FORMING, FABRICATING
61 ❑ Fastener Manufacture
62 ❑ Four-Slide Forming
64 ❑ Hot and/or Cold Forming and Heading
66 ❑ Spring Manufacture
68 ❑ Wire Cloth Mesh Screening
69 ❑ Other Forming and Fabricating
Please Specify _____

SUPPLIERS TO THE WIRE INDUSTRY
72 ❑ Machinery
74 ❑ Process, Accessories, Materials

WIRE END-USER
11 ❑ Appliance
12 ❑ Communications (Voice/Data)
13 ❑ Computer
14 ❑ Construction/Building
15 ❑ Electrical (Equip./Components/Power)
16 ❑ Transportation/Vehicular
17 ❑ Wire Formed Durable Goods

OTHER
80 ❑ Service Cntrs, Distrib. & Warehouses
90 ❑ Consultants
92 ❑ Govt., Library, Others Allied to Field

B. Which ONE of the following best describes your primary job function? CHECK ONLY ONE.
10 ❑ General & Administrative Management
20 ❑ Engineering and/or Operations and/or Production
30 ❑ Technical and/or Research & Development and/or Quality Control
40 ❑ Purchasing
50 ❑ Sales & Marketing
90 ❑ Other
Please Specify _____

3. EVENT REGISTRATION (This section must be completed for proper processing.)

***advanced (on or before MARCH 29, 2013) | *on-site (after MARCH 29, 2013)**

		*advance	*on-site
FULL REGISTRATION PLUS NEW WAI MEMBERSHIP (BL/AEM)			
Includes exhibits, opening reception, technical sessions & online conference proceedings, production solutions, and one year WAI membership.	New Member	$425 ❑	$525 ❑
❑ **Yes, I wish to receive a free subscription to *Wire Journal International*.**			
NEW MEMBER SIGNATURE	**DATE**		
FULL REGISTRATION (BL/AE)			
Includes exhibits, opening reception, technical sessions & online conference proceedings, and production solutions.	Member	$350 ❑	$450 ❑
	Non Member	$450 ❑	$550 ❑
EXHIBITS ONLY (GD/CE)			
Tuesday-Thursday, April 23-25 Includes exhibits and production solutions.		$70 ❑	$85 ❑
OPENING RECEPTION ONLY (IE)			
Tuesday, April 23 *Note: opening reception is already included in full registration fees.*		$125 ❑	$150 ❑
FUNDAMENTALS OF WIRE MANUFACTURING (INCLUDES EXHIBITS) (GDS)			
Monday-Tuesday, April 22-23 Includes program handouts, Monday lunch, access to the exhibits, and production solutions.	Member	$275 ❑	$375 ❑
	Non Member	$350 ❑	$450 ❑
	Member with Full Registration	$125 ❑	$225 ❑
	Non Member with Full Registration	$145 ❑	$245 ❑
❑ Ferrous Track (FT)			
❑ Nonferrous/Electrical Track (NT)			
KIA MOTORS MANUFACTURING PLANT TOUR (PTK)			
Monday, April 22 Note: Space is limited and preference will be given to full conference registrants. Individual registrations subject to approval.	Member	$60 ❑	N/A
	Non Member	$75 ❑	N/A
GENERAL TOUR (GT)			
Thursday, April 25 Note: Space is limited and preference will be given to full conference registrants. Individual registrations subject to approval.	Member	$60 ❑	N/A
	Non Member	$75 ❑	N/A
5K ROAD RACE CHARITY EVENT (FKR)			
Thursday, April 25 Proceeds to charity.		$25 ❑	$25 ❑

4. TOTAL REGISTRATION FEES, U.S. $

5. REGISTRATION FEE IS PAID BY:

❑ Check enclosed payable to **THE WIRE ASSOCIATION INTERNATIONAL, INC.**
(Checks must be in U.S. dollars drawn on U.S. bank)

Credit Card ❑ Visa ❑ MasterCard ❑ American Express ❑ Discover

CARD NUMBER EXPIRATION DATE

NAME ON CARD (please print)

SIGNATURE

Fax Registrations must use Credit Cards for payments of ALL meeting fees. Fax No. (001) 203-453-8384

6. SPECIAL OFFER: Free *Wire Journal International* Subscription ❑ Yes ❑ No thank you.

I would like to receive/continue to receive *Wire Journal International* each month!

YOUR SIGNATURE (required) DATE (required)

Or Register online at: www.wirenet.org | Use Code: ExhMannual13

Cancellation Policy–Refund requests must be received in writing by these dates: On or before 3/18/13 – REFUND minus $25 handling fee • After 3/18/13 – NO REFUND

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

Advertise Your Participation at Interwire 2013

Planning your company's pre-show and on-site promotion is important to the success of your exhibit. WAI presents several outstanding promotional opportunities. By including your company's advertising message in *Wire Journal International*—the wire and cable industry's cornerstone publication—you will deliver your message to your most important customers and prospects. *Wire Journal International* is the official publication of Interwire 2013.

IMPORTANT REMINDERS—Advertising in the pre-show issues gives you substantial discounts on advertising in the Official Show Program for Interwire 2013.

Advertising Opportunities:

Interwire 2013 March Preview Issue | Deadline: January 31, 2013

Published in March 2013, just a month before the show, this special *WJI* issue includes coverage that will create interest in the show and attract attendees to your exhibit. This issue is comprehensive and covers all aspects of the show. **BONUS CIRCULATION.**

Interwire 2013 April Update Issue | Deadline: February 28, 2013

In April 2013, *WJI* will publish its last-minute show update issue that includes event changes and program updates. Make both the preview and update issues of *WJI* a part of your advertising campaign to ensure that your marketing message is delivered before attendees reach the show. **BONUS CIRCULATION.**

WAI's *Official Show Program* | Deadline: March 11, 2013

Every attendee gets one free of charge! Another promotional opportunity is provided on-site via the *Official Show Program*. A complete compendium to the show, the attendees rely on this publication to find exhibiting companies, technical, and social offerings. **DISTRIBUTED ON-SITE.**

YES, reserve space in the:

- ❑ ***Wire Journal International*** **Interwire 2013 March Preview Issue**
- ❑ ***Wire Journal International*** **Interwire 2013 April Update Issue**
- ❑ **WAI's *Official Show Program***

Please check designated issue(s) and indicate size and color below:

Please refer to the Wire Journal International *Rate Card for ad prices, ad sizes, and other important information.*

1. *Wire Journal International* March Interwire Preview Issue | Deadline: January 31, 2013

❑ 2-Page Spread	❑ Full Page	❑ 1/2 Page Island	❑ 1/3 Page
❑ Pre-printed Insert	❑ 2/3 Page	❑ 1/2 Page	❑ 1/4 Page

Please select color:

❑ 4-Color	❑ Standard Color	❑ Black & White	❑ PMS Color #_____

2. *Wire Journal International* April Wire Expo Show Update Issue | Deadline: February 28, 2013

❑ 2-Page Spread	❑ Full Page	❑ 1/2 Page Island	❑ 1/3 Page
❑ Pre-printed Insert	❑ 2/3 Page	❑ 1/2 Page	❑ 1/4 Page

Please select color:

❑ 4-Color	❑ Standard Color	❑ Black & White	❑ PMS Color #_____

3. WAI's *Official Show Program* | Distributed On-site | Deadline: March 11, 2013

(Inserts, Full Page, and Half Page ONLY.)

❑ Full Page	❑ 1/2 Page Island	❑ 1/2 Page

Please select color:

❑ 4-Color	❑ Standard Color	❑ Black & White	❑ PMS Color #_____

Advertising Authorization—Please reserve the ad space indicated above.

_____
COMPANY NAME

_____
YOUR NAME

_____
SIGNATURE

_____
COUNTRY CODE TELEPHONE (include area code) FAX (include area code)

Mail or fax form to the attention of: Interwire Sales at the address below.

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

2013

FEATURE ARTICLE

CALENDAR

WAI NEWS

CHAPTER CORNER

PEOPLE

FASTENER UPDATE

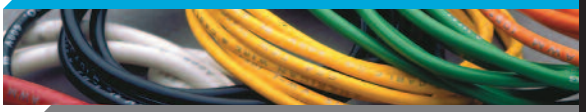
ASIAN FOCUS

PRODUCTS & MEDIA

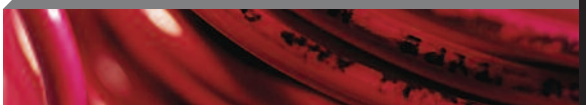
INDUSTRY NEWS

FIBER WATCH

TECHNICAL PAPERS



CLASSIFIEDS



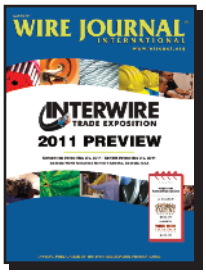
ADVERTISING RATE CARD

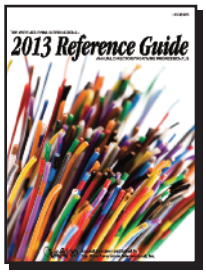
WIRE JOURNAL® INTERNATIONAL

OFFICIAL PUBLICATION OF
THE WIRE ASSOCIATION INTERNATIONAL

WIRE JOURNAL® INTERNATIONAL

OFFICIAL PUBLICATION OF THE WIRE ASSOCIATION INTERNATIONAL





Publication Highlights

Wire Journal International (WJI), the official publication of The Wire Association International (WAI), Inc., is the leading publication for the wire and cable industry, offering a variety of marketing services that are designed to provide promotional opportunities to the industry.

Advertising space is available in the monthly *Wire Journal International*, as well as in the annual *WJI Reference Guide*.

Wire Journal International is written for executives, engineers, plant operators, technical and sales professionals, and purchasing agents engaged in the manufacture of ferrous and nonferrous wire and cable; electrical wire and cable; fiber optic cable; and formed and fabricated wire products. Coverage includes management, marketing and manufacturing methods and technical developments related to production of wire and cable products; industry news, trends and events; and personnel appointments.

Editorial Format

SECTIONS INCLUDE:

- Industry News—which tracks late-breaking occurrences in the wire business.
- Asian Focus—which presents news, interviews, and more information about the Asian market.
- People—which tells who's on the move in the industry.
- Fiber Watch and Fastener Update—both of which include news, products, and more.
- Feature Articles—which focus on market trends, events, and companies in the forefront of the international wire and cable industry.
- WAI/Chapter News—which updates the Association's activities.
- Technical Articles—which highlight the latest production advances, as reported at WAI technical conferences.
- Products—which delivers information on the latest advances in manufacturing equipment and supplies.
- Media—which highlights brochures, videos, and reference data on industry products and services.

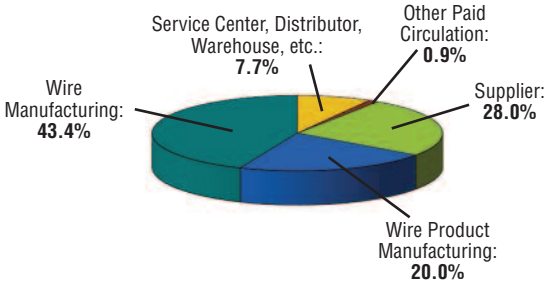
Circulation

WJI REACHES PROFESSIONALS IN MORE THAN 100 COUNTRIES

More readers, more response from your advertising message.

Wire Journal International (WJI) continues to demonstrate its commitment to setting the standard for wire and cable industry publications by reaching a circulation of 10,034* readers. A BPA-audited publication, *WJI* reaches industry professionals in more than 100 countries worldwide. Not only are the numbers impressive, *WJI* provides the most comprehensive level of news and information about the industry to the people in the industry. Coverage includes the latest technological developments and processes in the manufacture and fabrication of wire and wire products, as well as management and economic trends and issues facing the industry.

Reader Demographic Profile



63.4% of *WJI* readers manufacture wire, cable, or wire products.

* Source: June 2012 BPA Statement

Wire Journal International Advertising Rates & Information

Black & White Display Rates

Page Size	1 Time	3 Times	6 Times	9 Times	12 Times	13 Times*	18 Times*	24 Times*
Full Page	$2160	$2050	$1920	$1790	$1665	$1620	$1510	$1400
2/3 Page	1740	1655	1545	1440	1340	1305	1220	1135
1/2 Island	1645	1560	1460	1360	1260	1225	1150	1065
1/2 Page	1365	1300	1210	1135	1050	1025	955	890
1/3 Page	1170	1110	1040	970	900	875	820	760
1/4 Page	900	845	790	740	690	670	625	585
1/6 Page	685	650	610	560	525	510	480	450

Cover Position Rates

Page Location	1 Time	3 Times	6 Times	9 Times	12 Times	13 Times*	18 Times*	24 Times*
Back Cover	$2810	$2675	$2505	$2330	$2165	$2110	$1965	$1830
Inside Front Cover	2720	2585	2420	2260	2090	2040	1905	1765
Page One	2545	2415	2260	2110	1960	1910	1780	1655
Inside Back Cover	2420	2300	2160	2015	1865	1820	1700	1575

* Applies to 12-time advertisers who reserve space in the *Wire Journal International Reference Guide*. Important: rate does not include color cost. Preference for cover position is given to 12-time, or greater, 4-color advertisers.

Cover Position Rates

Standard Color	$300 per color
PMS Matched Color	$410 per color
Four-Color Process	$925
Four-Color Spread	$1495 facing pages

Standard colors may be built out of process colors at publisher's option. Standard blue is process cyan; standard red is PMS 185 or 100% magenta and 100% yellow.

Publication Information

Publication Trim Size	8.125 in. wide x 10.875 in. high (206.375 mm x 276.225 mm)
Printing	Standard web
Binding	Perfect

Display Advertisement Sizes

Advertising Units	Inches (width x height)	Millimeters (width x height)
2/3 Vertical	4.433 x 9.541	112.607 x 242.341
2/3 Horizontal	6.775 x 6.279	172.085 x 159.491
1/2 Island	4.137 x 7.083	105.092 x 179.908
1/2 Horizontal	6.775 x 4.587	172.085 x 116.51
1/2 Vertical	3.262 x 9.541	82.867 x 242.341
1/3 Square	4.433 x 4.587	112.607 x 116.51
1/3 Vertical	2.092 x 9.541	53.128 x 242.341
1/4 Horizontal	6.775 x 2.195	172.085 x 55.76
1/4 Vertical	3.262 x 4.587	82.867 x 116.51
1/6 Horizontal	4.433 x 2.092	112.607 x 53.137
1/6 Vertical	2.092 x 4.587	53.128 x 116.51

Preprinted Inserts

WJI offers several additional ways to help your advertisement standout such as preprinted inserts, tip-ins, belly bands, and tabbed inserts, which are available in some designated issues. All offerings depend upon issue size and other editorial plans and each requires special pricing and scheduling through your account executive, who will honor requests on a first-come, first-served basis.

Pricing will be provided based upon your earned frequency for the advertising year. Consult your account executive for a quote and detailed instructions prior to composition and printing. Inserts must be received by the issue's material deadline. Send 10 samples of inserts to *WJI*.

WAI's Official Show Program

Show Program Cover Position Rates

Page Size	B&W Rates	Discounted
Back Cover	$1690	$1270*
Inside Front Cover	$1635	$1225*
Inside Back Cover	$1455	$1090*

2013 Wire Journal International color rates apply. * When run in combination with *WJI* preview issue (25% discount).

Show Program Black & White Display Rates

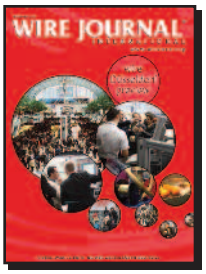
Page Size	B&W Rates	Discounted	Inches	Millimeters
Full Page	$1080	$810*	6.775 x 9.541	172.085 x 242.341
1/2 Page	$685	$515*	6.775 x 4.587	172.085 x 116.51
1/2 Island	$825	$620*	4.137 x 7.083	105.092 x 179.908

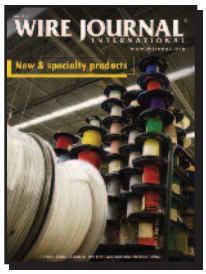
2013 Wire Journal International color rates and bleed information apply. Computer-to-plate specifications and mechanical requirements for *WJI* apply. * When run in combination with *WJI* preview issue (25% discount).

Please refer to the *WJI* Rate Card for additional information about ad preparation.

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org





Material Preparation

WJI publishes using computer-to-plate technology. Go to www.wirenet.org/wji/ for specific requirements.

Documents must be supplied in the final trim size–8.125 in. x 10.875 in. (206.375 mm x 276.225 mm) for a full page ad. If the ad contains a bleed, note the instructions in the "Bleed Requirements" section on page 5.

WE ACCEPT:

IBM and Mac files for the following programs:

- QuarkXpress® (Version 9.2)
- Photoshop®
- InDesign® (Version CS5.5)
- Illustrator® (files are accepted as long as they are saved as an .eps with fonts changed to outlines)

WE CANNOT ACCEPT:

- Microsoft Word or PowerPoint files

All submissions must include:

- Information about file platform
- Color proof
- Original/native page layout files
- Images (CMYK color mode, .tif or .eps @ 300 dpi)
- Line Art (.tif @ 600 dpi)
- Fonts (printer & screen)

Specifying Colors

Standard blue is process cyan; standard yellow is process yellow; standard red is 100% magenta and 100% yellow. Files need to specify magenta and yellow plates when placing ads that have halftones or tints in standard red. Standard colors need to be specified as CMYK. PMS colors cannot be mixed with black or other colors.

Sending Your Files

- E-mail—Files smaller than 3 megabytes can be sent by e-mail to ctphelp@wirenet.org
- CD or DVD—Files larger than 3 megabytes can be sent to:
  Wire Journal International
  1570 Boston Post Road | P.O. Box 578
  Guilford, CT 06437 USA
- Digital Drop Box—Send files to our digital drop box using the link: http://dropbox.yousendit.com/WJI then type your e-mail address, enter a subject and browse to the file(s)

Advertisers should compress information that they transfer electronically. We recommend .zip, .sea, and .sit files for compression.

For further instructions on using the Digital Drop Box please call (001) 203-453-2777, ext. 141 or e-mail webmaster@wirenet.org.

Inserts & Other Special Items

WJI offers several additional ways to help your advertisement stand out such as preprinted inserts, tip-ins, belly bands, and tabbed inserts, which are available in some designated issues. All offerings depend upon issue size and other editorial plans and each requires special pricing and scheduling through your account executive, who will honor requests on a first-come, first-served basis.

Pricing will be provided based upon your earned frequency for the advertising year. Consult your account executive for a quote and detailed instructions prior to composition and printing. Inserts must be received by the issue's material deadline. Send 10 samples of inserts to *WJI*.

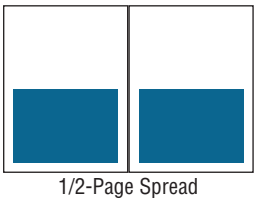
WJI Mechanical Requirements

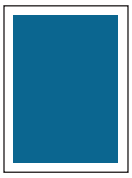
PUBLICATION INFORMATION

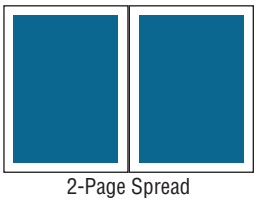
Publication Trim Size	8.125 wide x 10.875 high (206.375 mm x 276.225 mm)
Printing	Standard web
Binding	Perfect

FULL PAGE & SPREAD ADVERTISEMENT SIZES

Advertising Units	Inches (width x height)	Millimeters (width x height)
1/2-Page Spread	16.25 x 4.587	412.75 x 116.51
Note: Live area: 6.775 x 4.587 (172.085 x 116.51) for each page		
1 Page	8.125 x 10.875	206.375 x 276.225
Note: Live area: 6.775 x 9.541 (172.085 x 242.341)		
2-Page Spread	16.25 x 10.875	412.75 x 276.225
Note: Live area: 6.775 x 9.541 (172.085 x 242.341) for each page		

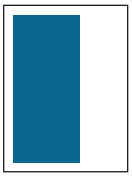

1/2-Page Spread

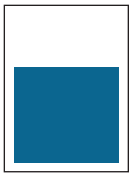

1 Page

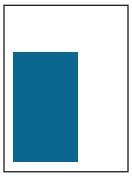

2-Page Spread

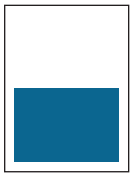
DISPLAY ADVERTISEMENT SIZES

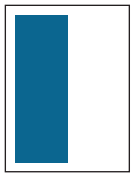
Advertising Units	Inches (width x height)	Millimeters (width x height)
2/3 Vertical	4.433 x 9.541	112.607 x 242.341
2/3 Horizontal	6.775 x 6.279	172.085 x 159.491
1/2 Island	4.137 x 7.083	105.092 x 179.908
1/2 Horizontal	6.775 x 4.587	172.085 x 116.51
1/2 Vertical	3.262 x 9.541	82.867 x 242.341
1/3 Square	4.433 x 4.587	112.607 x 116.51
1/3 Vertical	2.092 x 9.541	53.128 x 242.341
1/4 Horizontal	6.775 x 2.195	172.085 x 55.76
1/4 Vertical	3.262 x 4.587	82.867 x 116.51
1/6 Horizontal	4.433 x 2.092	112.607 x 53.137
1/6 Vertical	2.092 x 4.587	53.128 x 116.51

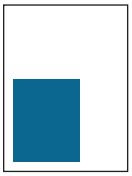

2/3 Vertical

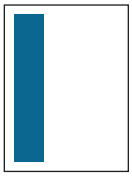

2/3 Horizontal

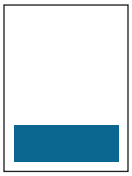

1/2 Island

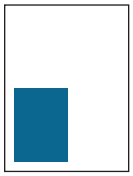

1/2 Horizontal

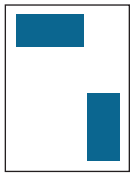

1/2 Vertical


1/3 Square


1/3 Vertical

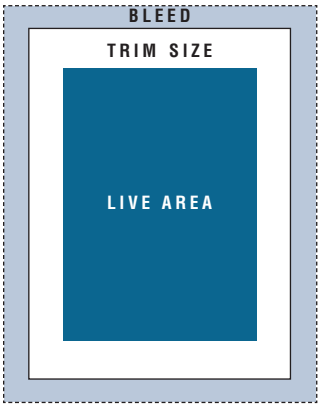

1/4 Horizontal


1/4 Vertical


1/6 Horizontal
1/6 Vertical

BLEED REQUIREMENTS

Size	Inches	Millimeters
Full Page (w/ bleed) Live area (type and images)	8.375 x 11.125 6.775 x 9.541	212.725 x 282.575 172.085 x 242.341
2-Page Spread (w/ bleed) Live area (type and images)	16.75 x 11.125 6.775 x 9.541 (each page)	425.45 x 282.575 172.085 x 242.341 (each page)
Note: Make sure live matter (type and images) falls within the live area.		



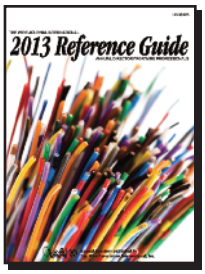
LIVE AREA	6.775 in. x 9.541 in. 172.085 mm x 242.341 mm
TRIM SIZE	8.125 in. x 10.875 in. 206.375 mm x 276.225 mm
BLEED	Minimum of .125 in. Minimum of 3.175 mm

Media Buyer's Tips

WJI extends exposure to advertisers who include "call to action" content in their ads.

WJI content actively engages readers; pass along value extends advertising value.

WJI 2013 Editorial Calendar & Publication Deadlines



JANUARY 2013 | INDIA OUTLOOK

A country that has both incredible potential as well as challenges, India represents a market that cannot be ignored. This feature will look at the pluses and minuses, including content provided by Huned Contractor, editor of *WIRE BULLETIN*, WAI's quarterly publication in India. *Also, Wire & Cable India 2012 wrapup, IWCS wrapup, new WAI officers.*

Space reservation deadline: **11/30/12**
Ad material deadline: **12/10/12**

FEBRUARY 2013 | PACKAGING*

This feature will look at the range of available reels and spools as well as challenges suppliers have been experiencing meeting demand for some products. It will also include equipment from companies that supply equipment that automatically packages wire and cable for delivery.

Space reservation deadline: **12/30/12**
Ad material deadline: **1/10/13**

MARCH 2013 | INTERWIRE 2013 PREVIEW*

The return to Atlanta for Interwire 2011 was roundly seen as a good move, and the focus has been on building on that momentum when Interwire 2013 returns to the Georgia World Congress Center. The comprehensive format is designed to appeal to all industry segments, making this a "must" industry event.

Space reservation deadline: **1/31/13**
Ad material deadline: **2/11/13**

APRIL 2013 | MANUFACTURING: HIRING

This feature on hiring is the first of three MANUFACTURING features this year. Hiring may not be a revenue line item, but perhaps no other factor can have as much impact for a company. This feature will present observations on how different manufacturers approach this all-important task. *Also, Interwire update.*

Space reservation deadline: **2/28/13**
Ad material deadline: **3/11/13**

INTERWIRE 2013 OFFICIAL SHOW PROGRAM*

Booth description deadline: **2/28/13**
Ad material deadline: **3/11/13**

MAY 2013 | RUSSIA OUTLOOK

One of the four BRIC countries (Brazil, Russia, India and China), Russia continues to draw industry attention. This story will look at whether it still is a land of opportunity for the wire and cable industry. *Also, wire Russia preview.*

Space reservation deadline: **3/29/13**
Ad material deadline: **4/11/13**

JUNE 2013 | TESTING & MEASURING*

This feature will look at the latest testing and measuring technology and focus on where future advances are likely to come. *Also, Interwire wrapup.*

Space reservation deadline: **4/30/13**
Ad material deadline: **5/10/13**

JULY 2013 | EQUIPMENT

The feature will present some of the latest technology offered by OEMs, including a look at what types of new technology are most in demand. *Also, wire Russia wrapup.*

Space reservation deadline: **5/31/13**
Ad material deadline: **6/10/13**

AUGUST 2013 | BRAZIL OUTLOOK

Long considered one of the most dynamic countries in South America, Brazil has not been immune to the pressures of global economic woes. This feature will look at the country's potential. *Also, previews of wire South America and wire Southeast Asia.*

Space reservation deadline: **6/29/13**
Ad material deadline: **7/11/13**

SEPTEMBER 2013 | COMPOUNDS/COLORANTS*

Compounds and colorants represent a major cost factor as well as the key to the quality of cable production. This feature will look at what new products suppliers are offering, what trends are driving the field, and how well the supply chain will meet demand.

Space reservation deadline: **7/29/13**
Ad material deadline: **8/9/13**

OCTOBER 2013 | MANUFACTURING: TOP MANAGERS

The second of three MANUFACTURING features, this story will profile a range of industry managers, both in the U.S. and abroad, who have shown an ability to be sound leaders. Who are they? How did they come to be in the industry and what has made their success possible? *Also, IWCS preview.*

Space reservation deadline: **8/30/13**
Ad material deadline: **9/12/13**

NOVEMBER 2013 | GREEN FOCUS

This feature will revisit the role of "green" in the wire and cable industry. Is it still a driving force, and if so, are customers willing to pay for that extra value? *Also, wire Southeast Asia wrapup.*

Space reservation deadline: **9/30/13**
Ad material deadline: **10/10/13**

WJI 2014 REFERENCE GUIDE

Earlybird space deadline (5% off): **10/4/13**
Space reservation deadline: **11/11/13**
Ad materials deadline: **12/2/13**
Publication date: **2/2014**

DECEMBER 2013 | MANUFACTURING: KEYS TO COMPANY SUCCESS

The third of three MANUFACTURING features, this story will focus on why some companies consistently perform better than their peers. Is it the equipment? The work culture? It will include companies that are not the largest, but are among the best at what they do. *Also, wire South America wrapup.*

Space reservation deadline: **10/31/13**
Ad material deadline: **11/10/13**

* Suppliers to one of these three fiels are welcome to send a contact listing (100 words and a photo) to editorial@wirenet.org. Please submit by the first week of the proceeding month for the appropriate category.

INTERWIRE 2013 Official Show Program

A MUST FOR SHOW EXHIBITORS!

Advertising in The Wire Association International, Inc.'s *Official Show Program* is another effective way to promote your company's products and services. The *Official Show Program* is distributed to the attendees at Interwire 2013.

Because the *Official Show Program* is referenced for exhibit information, technical program, plant tour, and other event schedules, your ad will have repeated exposure before, during, and after the show. (Advertising space is available to exhibiting companies only, however, sponsorship opportunities are offered to all marketers. For availability contact *WJI's* sales department at (001) 203-453-2777 or sales@wirenet.org.) ***NOTE: Full and half-page formats only.***

INTERWIRE 2013 | Atlanta, Georgia, USA
(Show Distribution)

SHOW PROGRAM COVER POSITION RATES

Location	B&W	Discounted
Back Cover	$1690	$1270*
Inside Front Cover	$1635	$1225*
Inside Back Cover	$1455	$1090*

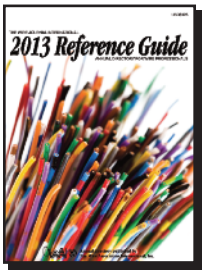
2013 *Wire Journal International* color rates apply. * When run in combination with pre-show *WJI* issue (25% discount).

SHOW PROGRAM BLACK & WHITE DISPLAY RATES

Size	B&W Rates	Discounted	Inches	mm
Full Page	$1080	$810*	6.775 x 9.541	172.085 x 242.341
1/2 Page	$685	$515*	6.775 x 4.587	172.085 x 116.510
1/2 Island	$825	$620*	4.137 x 7.083	105.092 x 179.908

2013 *Wire Journal International* color rates and bleed information apply. Computer-to-plate specifications and mechanical requirements for *WJI* apply. * When run in combination with pre-show *WJI* issue (25% discount).

The Wire Journal International Reference Guide



With nearly 3,000 company profiles of worldwide wire and cable industry manufacturers and suppliers, a geographical cross index, and WAI-specific information, The *Wire Journal International Reference Guide* is a must for advertisers.

ADD THESE ADVANTAGES:

- A long shelf life; updated annually
- Combined frequency discounts with *WJI*
- Full and half page ad space
- FREE boldface red listings cross-referenced to ad pages
- Red and black boldface listings
- Added exposure on the Virtual Trade Show (VTS) pages of WAI's web site

Specifications

Wire Journal International full-page, half-page horizontal, insert, color and position charges apply as do computer-to-plate specifications and mechanical requirements. The special 13-time rate gives an extra two percent discount to all advertisers who use the *Reference Guide* in conjunction with a 12-time schedule in *Wire Journal International*. Advertising space reservations for the *Wire Journal International 2014 Reference Guide* must be made by November 11, 2013. Materials are due December 2, 2013.

Advertising Rates

See the *WJI* advertising rate schedule. The *Wire Journal International 2013 Reference Guide* uses the 2012 *WJI* rate card; and the *Wire Journal International 2014 Reference Guide* uses the 2013 *WJI* rate card.

Online Promotional Opportunities

BANNER ADS ON WWW.WIRENET.ORG

Advertising on WAI's web site gives visitors instant access to your marketing message. Ads can be linked to the advertiser's web site, e-mail address, pdf files, videos, or flash pages. Banner ads must be supplied at in an electronic format and built to the exact pixel dimensions specified by your sales representative.

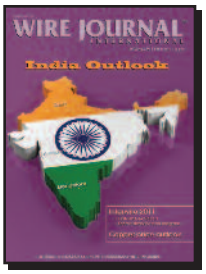
WAI continually upgrades its web presence and site offerings. All ad placements are offered on a first-come, first-served basis. Consult your sales representative regarding space availability, ad formats, current prices, and traffic statistics about open and click-through rates for specific site pages.

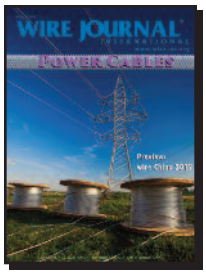
Campaign Management

WAI tracks visitor activity to its web site and can provide reports for a given timeframe to advertisers. Traffic to the Virtual Trade Show portion of the site, for example, averages 16,000 unique, target-market rich visitors per year.

Banner Type	Width/Height
Square Banner	125 (width) x 125 (height) pixels
Skyscraper Banner	125 (width) x 600 (height) pixels
Half Skyscraper Banner	125 (width) x 300 (height) pixels

For availability, please contact *WJI's* sales department at (001) 203-453-2777.
Bob Xeller | ext. 119 | bxeller@wirenet.org *or*
Anna Bzowski | ext. 126 | abzowski@wirenet.org





WJI Services

PRESS RELEASES

Newsworthy press releases on products, company information, industry news, calendar items, or people in the industry can be submitted for publication in the monthly *Wire Journal International* or in WAI's twice monthly online newsletter the *WAI Connection*.

Releases should be submitted in English and sent via e-mail to the *Wire Journal International* editor at mmarselli@wirenet.org.

Added Exposure

WJI's parent company, The Wire Association International (WAI), Inc., provides many opportunities to promote your company.

Most take advantage of the free listing offered in the *Wire Journal International Reference Guide*.

In addition to advertising and publicity in *WJI* publications, many companies find value exhibiting at WAI-organized trade shows like Interwire and Wire Expo, and at its International Technical Conferences.

Some companies host plant tours during convention events, while others gain added exposure by asking their experts to present technical papers for WAI technical conferences or to join one of WAI's many management committees. Still others get involved in our sponsorship programs.

WIRE BULLETIN

WIRE BULLETIN is published quarterly in India by WAI Wire and Cable Services, Pvt Ltd, a subsidiary of The Wire Association International, Inc.

A tabloid-sized publication, *WIRE BULLETIN*, was introduced in 2009 as a news medium to cover Asia's growing wire and cable sector. Its editorial mission is to introduce its growing readership to the people—not only the machines or processes—who bring energy, experience, and achievement to the wire and cable industry in Asia and around the globe.

By presenting news in both topical and in-depth styles, *WIRE BULLETIN* encompasses subjects to interest readers from technical specialists to CEOs.

To learn more about current opportunities contact WAI at (001) 203-453-2777 or send a press release to *WIRE BULLETIN* editor at hcontractor@wirenet.org.

Sales Offices & Publisher's Reps

NORTH AMERICA & ALL OTHER COUNTRIES NOT COVERED BY *WJI* REPRESENTATIVES:

Bob Xeller | ext. 119 | bxeller@wirenet.org or
Anna Bzowski | ext. 126 | abzowski@wirenet.org
Wire Journal International
1570 Boston Post Road | P.O. Box 578
Guilford, CT 06437-0578 USA
Tel.: (001) 203-453-2777 | Fax: (001) 203-453-8384
www.wirenet.org

EUROPE (EXCLUDING AUSTRIA, ITALY, GERMANY, & SWITZERLAND):

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David Franks & Co.
63 St. Andrew's Road
Cambridge CB4 1DH
England
Tel.: (44) 1223 360472
Fax: (44) 1223 360472
E-mail: franksco@btopenworld.com

GERMANY, AUSTRIA, & SWITZERLAND:

Dagmar Melcher
Media Service International
Spitzwegstraße 4
82402 Seeshaupt
Germany
Tel.: (49) 8801-914 682
Fax: (49) 8801-914 683
E-mail: dmelcher@t-online.de

WJI Personnel

PUBLISHER | Steven J. Fetteroll

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DIRECTOR OF SALES | Robert Xeller

DIRECTOR OF MARKETING & CORPORATE COMMUNICATIONS | Janice E. Swindells

SALES REPRESENTATIVE | Anna Bzowski

SENIOR GRAPHIC DESIGNER | Bill Branch

GRAPHIC ARTIST | Adrienne E. Simpson

The Wire Association International, Inc.
Sales Department
P.O. Box 578
Guilford, CT 06437 USA
Tel.: (001) 203-453-2777 · Fax: (001) 203-453-8384
www.wirenet.org

Online Exhibitor Booth Description

Deadline: 2/11/2013

Exhibitor Booth Description (Online Only)

Don't miss the deadline to be included, free of charge, in the *Wire Journal International*'s Preshow Issues!

Submit your booth description online by logging on to:

http://tinyurl.com/exhibitorlisting

and follow the instructions.

INTERWIRE TRADE EXPOSITION

April 23-25, 2013 | Georgia World Congress Center | Atlanta, Georgia, USA

INTERWIRE 2013
SPONSORSHIP PROGRAM

The Wire Association International, Inc. offers the following promotional sponsorship opportunities in support of Interwire 2013. All are offered on a first-come, first-served basis. Contact WAI's Sales Department for details and availability at Tel.: 203-453-2777, Bob Xeller (ext. 119) or Anna Bzowski (ext. 126).

SPONSORSHIPS BY LEVEL

Platinum Level	Gold Level	Silver Level	Bronze Level
$8,000	$6,000	$4,000	$2,000

Four levels of corporate sponsorships are available to help promote your organization in connection with Interwire and WAI's 83rd Annual Convention. All four include:

- Exposure on www.wirenet.org;
- Advertising in *Wire Journal International* and *WAI Show Program*;
- Recognition in WAI's pre-event marketing materials;
- Onsite promotion; and
- Post-show acknowledgment.

SPONSORSHIPS BY ACTIVITY

Conference:

Keynote Speaker
$8,000 This is a chance to provide convention visitors, trade show attendees, and exhibitors with timely information that will set the tone for the biennial event. Cost includes: the speaker fee; the opportunity to introduce the speaker prior to the address; and company name and logo recognition in pre-show coverage (in print and online) and on onsite signs.

New Member Meet & Greet SOLD
$3,000 Wednesday, April 24th. This is an opportunity to welcome new WAI members to Interwire and WAI's 83rd Annual Convention with an invitation-only, informal morning reception. The one-hour meet and greet reception will be the place that WAI board members and select guests share the honor of welcoming new members into WAI's network. Cost includes pre- and post-event coverage; and invitations, light refreshments, and logo recognition onsite.

Cyber Café
$1,500 Help participants stay connected at one of two cyber cafés. Cost includes name and logo recognition at the kiosk area(s).

Tour Transportation
$1,000 Provide plant tour transportation. Motor coach can accommodate a customer supplied "infomercial" video. Ask your sales representative for details.

5K Road Race SOLD
$500 Cost includes t-shirts for runners with your company name and logo; and recognition in pre- and post-show coverage.

Exhibit:

Directional Signs SOLD
$4,000 Cost includes four double-sided meter board signs that will be strategically positioned in the convention center to guide visitors to the exhibit area. Sign design includes company name and logo.

Juice Bar | 1 Day SOLD
$1,000 Name and logo on sign near juice station.

Coffee Break | 2 Days SOLD
$1,500 Name and logo on sign near coffee station.

The Wire Association International, Inc.

1570 Boston Post Road | P.O. Box 578 | Guilford, CT 06437-0578 USA | Telephone: (001) 203-453-2777 | Fax: (001) 203-453-8384 | www.wirenet.org

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www.wirenet.org

Interwire Logo Instruction Sheet

The Interwire logo can be downloaded at http://tinyurl.com/iwlogos

Interwire Logos

Exhibitors may use the following Interwire logos on their promotional material.

To download the image above, right-click on the image and select "save as."

Color logo for web use

Go to: http://tinyurl.com/iwlogos

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths. The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 101 Life Safety Code, which governs multi-level exhibit booths. In addition, the GWCC and Georgia Dome have developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
b. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
c. Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.
d. Exhibit booth plans must be submitted to the Georgia World Congress Center/Georgia Dome Event Services Department for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
e. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
f. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space).

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

SHOW INFORMATION

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, Grey
Aisle carpet color: Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Monday, April 22, 2013**	**8:00 AM - 5:00 PM**
Exhibit Hours:	**Tuesday, April 23, 2013**	**10:00 AM - 5:00 PM**
	Wednesday, April 24, 2013	**10:00 AM - 5:00 PM**
	Thursday, April 25, 2013	**10:00 AM - 3:00 PM**
Exhibitor Move-out:	**Thursday, April 25, 2013**	**3:00 PM - 10:00 PM**
	Friday, April 26, 2013	**8:00 AM - 5:00 PM**
	Saturday, April 27, 2013	**8:00 AM - 12:00 PM**
Freight Re-route Time:	**Saturday, April 27, 2013**	**12:00 PM**

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Friday, April 5, 2013**	
Discount price deadline for all Shepard orders:	**Tuesday, April 2, 2013**	
First day for warehouse deliveries without a surcharge:	**Tuesday, March 26, 2013**	
Last day for warehouse deliveries without a surcharge:	**Friday, April 19, 2013**	
First day freight can arrive at show facility:	**Monday, April 22, 2013**	**at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Interwire
c/o Shepard Exposition Services
1531 Carroll Dr, NW
Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Interwire
Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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Event Code: G132690413

ONLINE ORDERING INSTRUCTIONS

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on Interwire
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = INTERWIRE13

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
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atlanta@shepardes.com

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PAYMENT AUTHORIZATION

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Interwire
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month / Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

Interwire

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

Shepard Exposition Services
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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

THIRD PARTY PAYMENT AUTHORIZATION

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture ☐ Exhibit Display Rentals ☐ Overhead Rigging/Labor
☐ Carpet ☐ Cleaning ☐ Installation/Dismantling Labor
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Logistics/Transportation Notes: _____
☐ Other (please specify): _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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EXHIBITOR APPOINTED CONTRACTOR

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Deadline Date: April 5, 2013

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

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Event Code: G132690413 **Discount Deadline: April 2, 2013**

SIGNATURE SERIES PACKAGES

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft 47001
~ 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66320		434.75	565.20	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

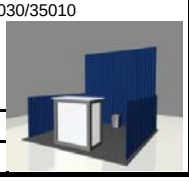
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		440.65	572.85	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

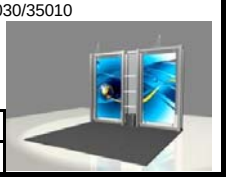


	Qty.	Discount	Regular	Amount
66326		561.30	729.70	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66329		1992.05	2589.65	

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).
☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

Discount	Regular
95.00	123.50
275.00	357.50

Subtotal:	$
8.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

Discount Deadline: April 2, 2013

EXPO FURNISHINGS

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	96.00	124.80	
50046			6'L X 30"H	118.00	153.40	
50050			8'L X 30"H	149.50	194.35	
50043			4'L X 42"H	116.70	151.70	
50047			6'L x 42"H	149.45	194.30	
50051			8'L x 42"H	175.70	228.40	
50052			4th Side 30"	58.35	75.85	
50171			4th Side 42"	58.35	75.85	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	68.40	88.90	
50044		6'L X 30"H	80.05	104.05	
50048		8'L X 30"H	96.25	125.15	
50041		4'L X 42"H	77.00	100.10	
50045		6'L x 42"H	96.25	125.15	
50049		8'L x 42"H	107.35	139.55	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	41.40	53.80	
50084		6'L X 6"H	52.75	68.60	
50086		8'L X 6"H	66.90	86.95	
50083		4'L X 12"H	83.85	109.00	
50085		6'L x 12"H	104.35	135.65	
50087		8'L x 12"H	116.30	151.20	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	19.90	25.85	
50078		6'L X 6"H	28.00	36.40	
50080		8'L X 6"H	36.25	47.15	
50077		4'L X 12"H	38.65	50.25	
50079		6'L x 12"H	55.20	71.75	
50081		8'L x 12"H	67.45	87.70	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	60.00	78.00	
50021		Arm Chair	85.00	110.50	
50024		Stool w/back	95.00	123.50	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.50	22.75	
50094		Floor Easel	34.50	44.85	
50245		Literature Rack	132.60	172.40	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	168.75	219.40	
50092		Coat Rack	59.90	77.85	
50093		Garment Rack	168.75	219.40	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	49.20	63.95	
50102		Velvet Rope, 7'	78.60	102.20	
50095		Sign Holder, 22x28	116.80	151.85	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	13.15	17.10	

Please choose color from skirted table section.

Total Expo Furnishings:	$
8.000% Tax*:	$
Amount Due:	$

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CARPETING & CLEANING

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Tuxedo (50) ☐ Burgundy (07) ☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	155.00	201.50	
50256		10' x 20'	295.00	383.50	
50257		10' x 30'	440.00	572.00	
50258		10' x 40'	585.00	760.50	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	2.90	3.75	

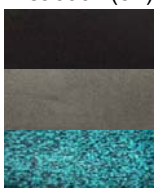
Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐ Black (06) ☐
Deep Navy (22) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Peacock (32) ☐



	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	4.70	6.10	
46003		Rental 1000+/sq.ft	4.00	5.20	
46002		Purchase/sq.ft.	12.00	15.60	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Rental includes installation and removal.
Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.75	1.00	
50008		1" Padding	1.75	2.30	
50010		Visqueen	0.30	0.40	

BOOTH DIMENSIONS

What is your booth size (ft.)?

[ ] X [ ] = [ ] sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.35	0.45	
47002		Daily Vacuum	1.05	1.35	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.40	0.50	
47031		Daily Porter Svc	1.20	1.55	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	$
8.00% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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Event Code: G132690413 **Discount Deadline: April 2, 2013**

SPECIALTY FURNISHINGS/ACCESSORIES

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

SPECIALTY CHAIRS AND TABLES

36" Diameter
30" or 42" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	63.80	82.95	
51090		Director's Stool	114.10	148.35	
50032		Ped. Table,30"	167.65	217.95	
51089		Ped. Table,42"	167.65	217.95	
50030		Rnd Side Table	81.10	105.45	
50031		Sq. Side Table	81.10	105.45	

SHOWCASES

Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	635.90	826.65	
50068		Full View 6'	701.40	911.80	
50069		Quarter View 4'	635.90	826.65	
50070		Quarter View 6'	701.40	911.80	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS

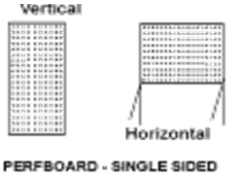
	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	37.20	48.35	
50098		Refrigerator	484.25	629.55	
50088		8' Upright	22.30	29.00	
50089		8' Crossbar	14.85	19.30	

GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	152.00	197.60	
50237		2'X8' w/o legs, each	113.95	148.15	
50242		7-Ball Waterfall	10.45	13.60	

Other accessories available, please call customer service for more information.

1/4" PERFBOARD & VELCRO TACK BOARD



50061

	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	205.20	266.75	
50064		4'X8' Horz., 1/4"holes	205.20	266.75	
50104		6" Hooks (12)	33.50	43.55	
50060		4' X 8' Horz.	205.85	267.60	
50061		4' x 8' Vert.	205.85	267.60	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	15.15	19.70	
50074		3' High	11.95	15.55	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
8.000% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	613.40	797.40	
	LSM	543.85	707.00	
	OCB	445.90	579.65	
	Lisbon - Charcoal Leather			
	SOC	806.40	1048.30	
	LSC	727.30	945.50	
	CHC	534.40	694.70	
	Memphis			
	MPS	577.10	750.25	
	MPC	409.50	532.35	
	Astro			
	SOQ	750.95	976.25	
	CHQ	496.50	645.45	
	Newport			
	SED	1568.45	2039.00	
	LSD	700.45	910.60	
	CHD	385.80	501.55	
	Miscellaneous Seating			
	SO1	695.65	904.35	
	OCU	428.50	557.05	
	OCW	838.00	1089.40	
	OCY	208.70	271.30	
	Ottomans			
	OSA	332.00	431.60	
	OTP	396.90	515.95	
	OTM	414.20	538.45	
	OTH	126.45	164.40	
	VIB02	95.45	124.10	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	294.05	382.25	
	C1F	268.80	349.45	
	C1C	276.65	359.65	
	COLI	175.75	228.50	
	End Tables			
	E1E	276.65	359.65	
	E1F	251.35	326.75	
	E1C	259.30	337.10	
	EOLI	165.00	214.50	
	Lamps			
	LA15	155.70	202.40	
	LA14	105.45	137.10	

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

Interwire

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Atlanta. Georgia

Discount Deadline: April 2, 2013

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	449.10	583.85	
	CF2 (60"L)	433.20	563.15	
	CE1 (42"L)	309.90	402.85	
	CF1 (42"L)	294.05	382.25	
	Graphite Nebula - 29" High			
	CB2 (6'L)	483.85	629.00	
	CB3 (8'L)	586.60	762.60	
	CB1 (42"RND)	396.85	515.90	
	Mahogany - 29" High			
	CC6 (6'L)	449.10	583.85	
	CC7 (8'L)	553.35	719.35	
	CC8 (10'L)	880.65	1144.85	
	CC5 (42"RND)	394.65	513.05	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	319.35	415.15	

CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	474.30	616.60	
	SC9	208.70	271.30	
	Luxor - Black Leather			
	XC3	389.00	505.70	
	XC2	422.15	548.80	
	XC1	449.10	583.85	
	Altura - Black Crepe			
	XC6	346.30	450.20	
	XC5	381.05	495.35	
	XC4	414.20	538.45	
	Brewer			
	SC3	185.00	240.50	
	SC2	185.00	240.50	
	Miscellaneous Chairs			
	SC8	172.30	224.00	
	SC1	197.60	256.90	
	SC4	197.60	256.90	
	SC6	241.95	314.55	

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Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	260.95	339.25	
	VTM	260.95	339.25	
	30" Round x 42" High			
	VTK	251.75	327.30	
	VTJ	251.75	327.30	
	VTF	285.50	371.15	
	VTC	251.75	327.30	
	WTJ	319.20	414.95	
	WTF	351.55	457.00	

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1462.85	1901.70	
	BRC	4210.60	5473.80	

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Ohio - Chrome, 31" High			
	BS3	191.85	249.40	
	BS2	191.85	249.40	
	BS1	191.85	249.40	
	Banana - Chrome, 30" High			
	BST	257.95	335.35	
	BSS	257.90	335.25	
	Oslo - 30" High			
	BSD	268.65	349.25	
	BSC	268.65	349.25	
	Miscellaneous			
	BSL (29"H)	204.15	265.40	
	BSN (29"H)	290.10	377.15	
	BCE (32"H)	237.90	309.25	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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EXECUTIVE FURNITURE

Interwire

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Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	242.50	315.25	
	ZTN	242.50	315.25	
	ZTM	242.50	315.25	
	XTP	326.95	425.05	
	XTN	326.95	425.05	
	XTM	326.95	425.05	
	30" Round x 29" High			
	ZTK	218.00	283.40	
	ZTJ	218.00	283.40	
	XTK	300.85	391.10	
	XTJ	300.85	391.10	
	XTF	331.50	430.95	

ZTP-36"
ZTK-30"

ZTN-36"
ZTJ-30"

ZTM-36"

XTP-36"
XTK-30"

XTN-36"
XTJ-30"

XTM-36"

XTF-30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	116.65	151.65	
	CS9	116.65	151.65	
	Altura - Black Crepe			
	SY1	210.30	273.40	
	DF1	311.60	405.10	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PMB36	281.20	365.55	
	PMB42	331.40	430.80	
	PDK	483.85	629.00	
	PDL	494.85	643.30	
	BC6	359.15	466.90	
	BC7	351.55	457.00	
	ET1	359.15	466.90	
	ET2	359.15	466.90	
	Training Room			
	CP5	420.60	546.80	
	PO3	503.50	654.55	
	PO1	319.20	414.95	
	WD2	369.95	480.95	
	CO4	319.20	414.95	
	Lateral Files			
	L26	445.20	578.75	
	L27	420.60	546.80	
	Refrigerator			
	R1Q	293.20	381.15	

PEDESTALS	COLOR	SIZE
PMB36	Black	24"Lx24"Dx36"H
PDH	Graphite	24"LX24"DX42"H
PDK	Graphite	30"LX30"DX42"H
PDL	Black	24"LX24"DX42"H

Graphite

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

CO4

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G132690413

EXHIBIT SOLUTIONS BOOTH RENTALS

Interwire

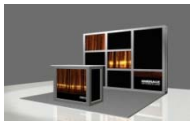
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: March 22, 2013

EXHIBIT BOOTH RENTALS

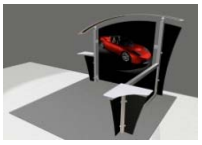
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2279.90	2963.85	
66251		10' x 20'	3741.50	4863.95	
66252		10' x 30'	7015.30	9119.90	
The Chicago					
66253		10' x 10'	2192.35	2850.05	
66254		10' x 20'	3069.15	3989.90	
66255		10' x 30'	4164.80	5414.25	
The Salt Lake City					
66256		10' x 10'	1403.00	1823.90	
The Saint Louis					
66265		10' x 10'	1221.85	1588.40	
The Las Vegas					
66268		20' x 20' Island	8178.70	10632.30	
The Phoenix					
66269		10' x 10'	2572.25	3343.95	
The Detroit					
66257		10' Truss Unit	5840.25	7592.35	

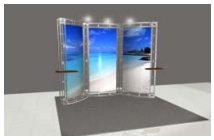
Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1513.45	1967.50	
66260		10' x 20'	2806.15	3648.00	
66261		10' x 30'	4238.40	5509.90	
The New York					
66262		10' x 10'	1987.70	2584.00	
66263		10' x 20'	3774.40	4906.70	
66264		10' x 30'	5729.15	7447.90	


Salt Lake City

Saint Louis

Las Vegas


The Phoenix


The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G132690413

EXHIBIT SOLUTIONS ACCESSORIES

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: March 22, 2013

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	812.55	1056.30	
	Please choose color:	□ Black (06)	□ White (03)		
66271		Triangular	742.50	965.25	
	Please choose color:	□ Black (06)	□ White (03)		
66272		Square	876.95	1140.05	
	Please choose color:	□ Black (06)	□ White (03)		
		Reception Counters			
66274		RC1	1742.90	2265.75	
	Please choose color:	□ Chrome (CH)	□ Wood (W)		
66275		RC2	644.10	837.35	
	Please choose color:	□ Black (06)	□ White (03)		
66276		RC3	1397.20	1816.35	
		Computer Stands			
66285		CS1	812.55	1056.30	
66286		CS2	473.55	615.60	
		Literature and Product Display			
66277		Gondola	430.30	559.40	
	Please choose color:	□ Black (06)	□ White (03)		
66278		GL1	760.00	988.00	
66279		GL2	719.10	934.85	
66280		LS1	229.50	298.35	
66281		LS2	151.95	197.55	
		Locking Cabinets			
66282		LC1	602.20	782.85	
	Please choose color:	□ Black (06)	□ White (03)		
66283		LC2	730.80	950.05	
	Please choose color:	□ Black (06)	□ White (03)		
66284		LC3	444.30	577.60	
	Please choose color:	□ Black (06)	□ White (03)		

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Triangular Showcase
1' 9" W x 1' 9" D x 7' H

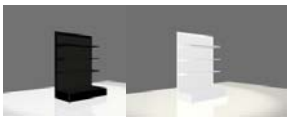
Square Showcase
1' 9" W x 1'' 9" D x 7' H

RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9" W x 2' 3" D x 3' 3" H

RC3
5' 3" W x 3' 3" D x 3' 6" H

CS1 *CS2*
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

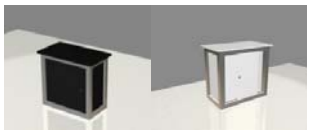


Gondola
3' 6" W x 1' 9" D x 5' H

GL1 *GL2*
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

LS1 *LS2*

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
* All tax rates are subject to change.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G132690413 **Discount Deadline: April 2, 2013**

EXHIBIT SOLUTIONS TRAFFIC BUILDER

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

TRAFFIC BUILDER RENTALS

INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

Looking for ways to engage attendees? This compact, custom electronic charging unit does it all. With four separate stations to charge virtually any type of electronic device, this unit sits easily in your booth space with your custom message and it's flashing light, providing an often needed convenience on the show floor to potential prospects and customers.

Please note electricity must be ordered separately - you may find the form in the Utilities section of the service manual.

Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		1450.00	1885.00	

Items included in package: (2) 12"W x 30" H double-sided banners:
~ (1) - one displaying the text Phone Charging Station on your background artwork
~ (1) - one with any logos, text or artwork of your choice.

Info on the ports of the unit:
~ 4 ports: 2 "Lenmar" 6 port USB Hub Charging Stations and 2 iPhones
* The lenmar can simultaneously charge up to 6 USB compatible devices, including cell phones, MP3 players, PDA's, Blue Tooth headsets, etc.
* The phones that it can charge are Motorola RAZR/Q, Blackberry, Samsung, LG, Mini USB, and Macro USB

Artwork Submission Information

Submit your company logo/branding by one of the following:
~ Email attachment (4 mgs or smaller to lrubin@shepardes.com)
~ FTP (.zip compression), for FTP information call 404-720-8652
~ CD-ROM, mail to address at top of page

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats
~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
*** All tax rates are subject to change.**

LABOR JURISDICTIONS
GEORGIA

LABOR
Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

LABOR ORDER FORM

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours ____
Date of dismantling: _____ Requested start time: _____ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	57.75	75.10	30% **	
68067		OT	86.50	112.45	30% **	
68068		DT	115.50	150.15	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	57.75	75.10	
68061		OT	86.50	112.45	
68062		DT	115.50	150.15	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	115.50	150.15	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax*: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered (please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet
Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following:
Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

GROUND RIGGING/FORKLIFT RENTAL

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)
Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	77.20	100.25	
35039		Overtime Hourly Rental	232.15	301.75	
35067		Double-time Hourly Rental	268.40	349.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	126.55	164.50	
35049		Overtime Hourly Rental	464.25	603.50	
35069		Double-time Hourly Rental	536.75	697.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	606.55	788.50	
35066		Overtime Hourly Rental	714.40	928.75	
35070		Double-time Hourly Rental	832.15	1081.75	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	72.19	93.85	
35086		Overtime Hourly Rate	108.13	140.55	
35099		Double-time Hourly Rate	144.38	187.70	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	57.75	75.10	
35100		Overtime Hourly Rate	86.50	112.45	
35101		Double-time Hourly Rate	115.50	150.15	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
*** All tax rates are subject to change.**

Shepard Exposition Services
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Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

SIGN ORDER FORM

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	128.75	167.40	
70010		Horz., 22" x 28"	128.75	167.40	
70011		Vertical, 28" x 44"	196.20	255.05	
70012		Horz., 28" x 44"	196.20	255.05	
70025		Meterboard, 39" x 90.75"	397.05	516.15	
Accessories					
70017		Blank Foamcore, 4'x 8'	35.00	45.50	
70021		Velcro, per ft, min. 5 ft.	2.30	3.00	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	16.35	21.25	
70071		grommets, per sq. ft. - Horizontal	16.35	21.25	
70066		Pockets, per sq. ft. - Vertical	17.55	22.80	
70072		Pockets, per sq. ft.- Horizontal	17.55	22.80	
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	38.50	50.05	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$	
8.000% Tax*:	$	
Amount Due:	$	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.
*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413 **Discount Deadline: April 2, 2013**

OVERHEAD RIGGING/HANGING SIGN

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

RIGGING GUIDELINES

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers. Please complete the Labor Order Form to have your sign/truss assembled. Include set-up instructions for fixtures needing assembly.

Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.

Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

RIGGING CREW

Installation

Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	430.50	559.65	$
69002		OT	488.00	634.40	$
69005		DT	546.00	709.80	$

Dismantling

Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	430.50	559.65	$
69004		OT	488.00	634.40	$
69006		DT	546.00	709.80	$

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: $
N/A Tax*: $
Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.
Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.
Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (blueprint if available) so hanging anchor points can be determined.

Type: ☐ Cloth ☐ Wood ☐ Metal ☐ Truss ☐ Other: _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle Other: _____

Size: Height _____ Length _____ Width _____

Weight: _____

PLACEMENT DIAGRAM

Placement diagrams are REQUIRED for all hanging signs.
Please fill out below or email diagrams to **atlanta@shepardes.com**

_____ feet in from back aisle # _____

_____ feet in from the left of aisle # _____

_____ feet in from the right of aisle # _____

_____ feet in from front aisle # _____

# of feet from floor to top of sign: _____

REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

☐ Shepard Supervision
☐ Exhibitor Supervision
☐ Display House (EAC)

If not choosing Shepard Supervision, please request date and time.

Install: Date: _____ Time: _____
Dismantle: Date: _____ Time: _____

Please note: Date/times are not guaranteed.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

HANGING SIGNS

Attention Getting ● High Visibility ● Great Branding

Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

Circle Design			
Code	**Size**	**Discount***	**Regular**
69140	10' x 42"	3750.00	5250.00
69142	10' x 48"	5960.00	8344.00

Square Design			
Code	**Size**	**Discount***	**Regular**
69143	10' x 42"	4560.00	6384.00

Triangular Design			
Code	**Size**	**Discount***	**Regular**
69144	10' x 42"	3690.00	5166.00

Wave Design			
Code	**Size**	**Discount***	**Regular**
69145	10' x 42" Single	1625.00	2275.00
69146	10' x 42" Double	2180.00	3052.00

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, March 26, 2013

Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Exhibit Solutions Sales Phone: 404 - 720 - 8652
Exhibit Solutions Sales Fax: 404 - 720 - 8757
Customer Service Email: lrubin@shepardes.com
Event Code: G132690413

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

PAYMENT AUTHORIZATION

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

Discount Deadline: April 2, 2013

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Interwire
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month / Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: G132690413

SHEPARD LOGISTICS SERVICES

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
Interwire
c/o Shepard Exposition Services
1531 Carroll Dr, NW
Atlanta, GA 30318

Warehouse Deadline April 19, 2013
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
Interwire
Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313

Delivery date: April 22, 2013

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

Interwire

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr, NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Interwire**

First day freight can arrive w/o a surcharge:
March 26, 2013
Last day freight can arrive w/o a surcharge:
April 19, 2013

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr, NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Interwire**

First day freight can arrive w/o a surcharge:
March 26, 2013
Last day freight can arrive w/o a surcharge:
April 19, 2013

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Georgia World Congress Center

285 Andrew Young International Blvd

Atlanta, GA 30313

For: **Interwire**

MUST NOT BE DELIVERED PRIOR TO:

April 22, 2013 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Georgia World Congress Center

285 Andrew Young International Blvd

Atlanta, GA 30313

For: **Interwire**

MUST NOT BE DELIVERED PRIOR TO:

April 22, 2013 @ **8:00 AM**

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr, NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Interwire**

First day freight can arrive w/o a surcharge:
March 26, 2013
Last day freight can arrive w/o a surcharge:
April 19, 2013

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr, NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Interwire**

First day freight can arrive w/o a surcharge:
March 26, 2013
Last day freight can arrive w/o a surcharge:
April 19, 2013

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

MATERIAL HANDLING AUTHORIZATION

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$28.50	$42.75	$37.00		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$28.50	$37.00			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$14.25	$28.50			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$25.75	$38.75	$33.50		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$25.75	$33.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Email: atlanta@shepardes.com

MATERIAL HANDLING INFORMATION

Interwire

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING — **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS — **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS — **Surcharge: $25.00 per forklift load** — **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

Small Package Consolidation

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

ENVELOPE DELIVERIES — **Surcharge: $10.50 per envelope** — **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** **Min. one-hour labor fee for each trip** — **35400**

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**
(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

Shepard Exposition Services

MATERIAL HANDLING 101

Interwire

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

SPECIAL MACHINERY MATERIAL HANDLING

Interwire

April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES					
35233		2,501 - 5,000 LBS	17.00	22.10	
35235		5,001 - 10,000 LBS	13.50	17.55	
35237		10,001 - 20,000 LBS	12.75	16.60	
35238		20,001 - 30,000 LBS	9.25	12.05	
352410		30,001 + LBS	7.25	9.45	

30% surcharge will be assessed for work performed during overtime hours.
60% surcharge will be assessed for work performed during double time hours.

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

Subtotal	$
N/A Tax*:	$
Amount Due:	$

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

*** All tax rates are subject to change.**

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G132690413

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Interwire
April 23 - 25, 2013
Georgia World Congress Center
Atlanta. Georgia

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

DEADLINE FOR REQUESTS: April 17, 2013

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

NUMBER OF LABELS REQUESTED: _____

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS
☐ OTHER: _____
**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

OUTBOUND SHIPMENT REQUIREMENTS:
1. **Shepard will print and deliver your BOL and Shipping Labels to your booth prior to the close of the**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:
Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Interwire 2013

Georgia World Congress Center
Atlanta, GA USA
April 23-25

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
Tel: 404-815-8816
Fax: 404-724-9135
Contact: Margaret Churchill
E-mail: mchurchill@agilitylogistics.com
www.agilitylogistics.com

International Shipping

As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

What are the '10+2' Importer Security Filing ocean shipment regulations?

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather then once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

What steps must be taken to satisfy the '10+2' ISF requirements?

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: expousa@agilitylogistics.com or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshows as well as ISF requirements related to exhibition shipments.

When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to $5,000 may be incurred.

Additional information is available at www.cbp.gov and questions may be sent to Security_Filing_General@cbp.dhs.gov or by contacting Agility Fairs and Events USA at expousa@agilitylogistics.com.

How is my shipment cleared through U.S. Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

What services can Agility Fairs & Events provide at the exhibition?

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are the Agility Fairs & Events payment terms?

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at www.agilitylogistics.com/fairseventsenquiry.**

How do I contact Agility Fairs & Events in my country?

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

Canada
Agility Fairs & Events
410 Admiral Blvd
Mississauga, Ontario
L5T 2N6 Canada
Contact: Paula Wilkie
Tel: +1 905 612 7158
Fax: +1 905 612 7520
Email: pwilkie@agilitylogistics.com

China
Agility Fairs & Events /
Trans-Link Beijing
Room 1211, Prime Tower No. 22
Chaowai St., Chaoyang District,
Beijing 100020 China
Contact: Roaddy Lu
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: RLu@agilitylogistics.com

Denmark
Blue Water Shipping A/S
Trafikhavnskaj 11
DK-6700 Esbjerg Denmark
Contact: Klaus Bindesboll
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
Email: kip@bws.dk

France
Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaries
Terrasse H, 75015 Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@
agilitylogistics.com

Germany
Agility Fairs & Events GmbH
Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt / Main
Contact: Christian Frey
Tel: +49 69 976714 250
Fax: +49 69 976714 299
Email: cfrey@agilitylogistics.com

Hong Kong
Agility Fairs & Events
22/F. CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung
NT, Hong Kong SAR
Contact: June Mea
Tel: +852 2211 8207 / 8200
Fax: +852 2866 2421
Email: jmea@agilitylogistics.com

Italy
Agility Fairs & Events
Strada Vecchia Paullese 5/A
Pantigliate, Milan 20090 Italy
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
Email: mdoneda@agilitylogistics.com

Japan
Agility Fairs & Events
Segi Building 4th Floor
7-1 Iwamotocho
1-Chome, Chiyoda-ku
Tokyo 101-0032 Japan
Contact: Tokiko Inaba
Tel: +81 (03) 5821 4617
Fax: +81 (03) 5821 4610
Email: expojapan@
agilitylogistics.com

Korea
Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul, 100-760, Korea
Contact: Jim Lim
Tel: +82 2 2192 7426
Fax: +82 2 539 9420
Email: ljim@agilitylogistics.com

Netherlands
Fairexx BV
De Trompet 1540
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: 31 251 2500 60
Fax: 31 251 2500 65
E-mail: paul.van-zijl@fairexx.nl

Spain
Agility Logistics SA
C/ de la Mar Groga, 51-59
Zona Franca, ZAL
08040 Barcelona
Spain
Contact: Belina Flores
Tel: +34 93 2970 857
Fax: +34 93 2970 839
Email: beflores@agilitylogistics.com

Sweden
On-Site Exhibitions AB
Box 6289
400 60 Gothenburg
Sweden
Contact: Lena Widman
Tel: +46 31 707 3070
Fax: +46 31 707 3075
Email: lena@onsitegroup.se

Switzerland
Agility Fairs & Events
Bleichestrasse 27
CH-4002 Basel
Switzerland
Contact: Christian Setz
Tel: +41 61 685 9807
Fax: +41 61 691 7036
Email: csetz@agilitylogistics.com

Taiwan
Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2. Taipei
Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: FLinYuKuei@
agilitylogistics.com

United Kingdom
Agility Fairs & Events Logistics Ltd.
One Western Gateway,
Royal Victoria Dock,
London E16 1XL
United Kingdom
Contact: Garcia Newell
Tel: +44 (0) 207 069 5321
Fax: +44 (0) 843 227 2033
Email: gnewell@agilitylogistics.com

Interwire 2013 – Atlanta, GA USA – April 23-25

Consign all international shipments and corresponding documents as follows:

Consignee: *"Exhibiting Company Name"*
c/o Interwire 2013
Booth No. _____
Georgia World Congress Center
285 Andrew Young Int'l Boulevard
Atlanta, GA 30313 USA

Notify: Agility Fairs & Events
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

"Exhibiting Company Name"
c/o Interwire 2013
Booth No. _____
Georgia World Congress Center
Atlanta, GA USA
Made in *(country of origin)*

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Atlanta CFS terminal: March 23
Deadline for arrival of FCL sea freight to Savannah port: March 29
Deadline for arrival of air freight to Atlanta (ATL) airport: April 8

The above deadlines are based on delivery to the advance warehouse dock by April 15th. Please contact Agility Fairs & Events in Atlanta for deadlines based on delivery direct to the show site.

The most important steps to take:

Preparation:

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. **Agility cannot clear shipments sent by courier.** All international shipments must travel on an airline airwaybill. Be aware that couriers in your home country do not give out accurate U.S. Customs information.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

Details:

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

Get a free estimate of shipping & import charges at www.agilitylogistics.com/fairseventsenquiry.

ELECTRICAL SERVICE ORDER FORM

Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Dept.:Phone: (404) 223-4800 Fax: (404) 223-4813

INTERWIRE

DISCOUNT PRICING AVAILABLE UNTIL APR 2, 2013

ORDER ON LINE TODAY www.gwcc.com

STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (___)_____ Fax No. (__)_____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

ELECTRICAL						
120 Volt 1 Phase (single outlet)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
5 AMPS	$116	$157				
10 AMPS	$154	$208				
15 AMPS	$176	$238				
20 AMPS	$204	$275				
208 Volt 1 Phase (single outlet)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
20 AMPS	$276	$331				
30 AMPS	$358	$430				
40 AMPS	$441	$529				
50 AMPS	$551	$661				
60 AMPS	$689	$827				
80 AMPS	$855	$1,026				
100 AMPS	$1,075	$1,290				
150 AMPS	$1,654	$1,985				
200 AMPS	$2,205	$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
20 AMPS	$468	$562				
30 AMPS	$634	$761				
40 AMPS	$799	$959				
50 AMPS	$909	$1,091				
60 AMPS	$1,103	$1,324				
80 AMPS	$1,489	$1,787				
100 AMPS	$1,820	$2,184				
150 AMPS	$2,867	$3,440				
200 AMPS	$3,528	$4,234				
300 AMPS	$5,063	$6,076				
400 AMPS	$6,201	$7,441				
480 Volt 3 Phase (No Receptacle: Direct tie-in)	**Discounted Rate**	**Standard Rate**	**Qty**		**24 Hour Service**	**Total**
20 AMPS	$938	$1,126				
30 AMPS	$1,323	$1,588				
40 AMPS	$1,654	$1,985				
50 AMPS	$1,930	$2,316				
60 AMPS	$2,227	$2,672				
80 AMPS	$3,308	$3,970				
100 AMPS	$3,675	$4,410				
150 AMPS	$5,760	$6,912				
200 AMPS	$7,166	$8,599				
300 AMPS	$11,025	$13,230				
400 AMPS	$14,884	$17,861				

Notes or Special Instructions:

SPECIAL SERVICES				
Item Name	**Description**	**Rate**	**Qty**	**Total**
Stanchion	2 flood lights attached to a pole with weighted base	$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	$72 ea		
Par 64	1000 watt can light installed in the ceiling	$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	$19 ea		
Quad Extension	4 Outlet receptacle box	$24 ea		
Multi-outlet	Receptacle adapter	$10 ea		
Distribution Panel	100A-200A Panel	$250 ea		
Transformers	**Call for Quote**			

****Additional on-site labor charges may apply.**

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	**Total Labor**
	$70.00	

NOTES:

*** All 208v service or higher require a minimum of 1hr of labor.**
***For special routing of services, order a minimum of 1 hr labor.**
***Please see pg. 2 for "Important Conditions & Regulations".**

TOTAL for THIS ORDER=

Aisle/Booth

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: $ _____

Paid in Advanced : $ _____

Paid on Show Site: $ _____

Balance / Credit Due $ _____

(Payment Received by)

PAYMENT AUTHORIZATION FORM

Georgia World Congress Center
Georgia Dome

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

INTERWIRE

DISCOUNT PRICES AVAILABLE UNTIL
APR 2, 2013
ORDER ON LINE www.gwcc.com
STANDARD RATES WILL APPLY AFTER THIS DATE

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.
We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ **Name of Event You Are Attending**
- ✓ **Exhibiting Company Name**
- ✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: _____ **Expiration Date:** _____

Billing Address: _____

City, ST, Zip: _____

Name as it appears on card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ **BOOTH #:** _____

COMPANY ADDRESS: _____ **PHONE:** ( ) _____-_____

CITY/STATE/ZIP _____ **FAX:** ( ) _____-_____

CONTACT NAME: _____ **EMAIL:** _____

ELECTRICAL SERVICE ORDER FORM

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen (14) calendar days prior to scheduled show opening date.
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center/Georgia Dome license agreement.
6. All material and equipment furnished by Georgia World Congress Center/Georgia Dome for this service order shall remain the property of the Congress Center and Dome and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center/Georgia Dome electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center/Georgia Dome must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center or Georgia Dome Engineering Department.
11. Wall outlets, columns and permanent building outlets are not are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center/Georgia Dome Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

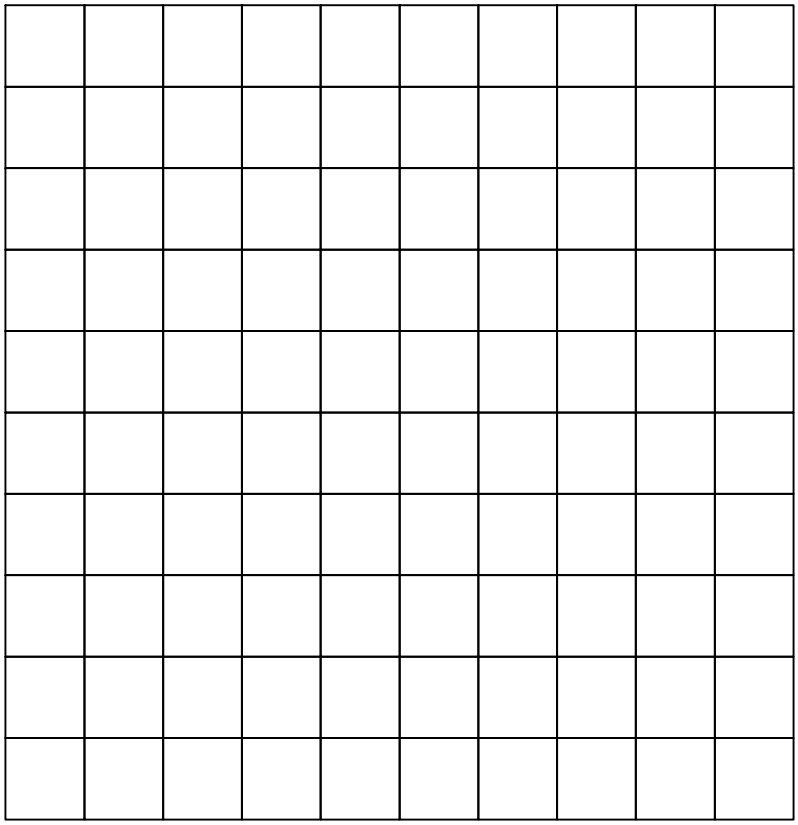
Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:_____

Indicate Adjacent Booth or Aisle Number:_____



Indicate Adjacent Booth or Aisle Number:_____

Front of Booth:_____

Show Name:_____

Booth #:_____

Company:_____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Dept.-Telephone: (404) 223-4800 Fax: (404) 223-4813

INTERWIRE

DISCOUNT PRICING AVAILABLE UNTIL APR 2, 2013
ORDER ON LINE TODAY www.gwcc.com
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (___) _____ Fax No.(__)_____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

Compressed Air (90-100 lbs. PSI)				
Service	**Discount Rate**	**Standard Rate**	**QTY**	**Total**
50 CFM Unit	$275	$330		
Additional Units of 50 CFM	$220	$264		

Water (Average Pressure - 55 PSI)				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
Cold Water	$220	$264		
Hot Water	$341	$409		

One-Time Water Fill and Drain				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
150 Gallon Unit	$193	$232		
Additional Units of 150 Gallon	$138	$166		

Natural Gas				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
45,000 BTU Unit	$440	$528		
Additional Units of 45,000 BTU	$352	$422		

SPECIAL SERVICES				
Item Name	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
Pressure Regulator	$50	$60		
Water Heater w/out sink	$250	$300		
PVC Piping	Call for Quote			

NOTES:

***GWCC does not guarantee minimum /maximum pressure.**
*Please see pg. 2 for **"Important Conditions & Regulations".**

Sinks			
Discount Rate (Each)	**Standard Rate (Each)**	**Qty**	**Total**
$560	$672		

Drainage			
Discountd Rate (Each)	**Standard Rate (Each)**	**Qty**	**Total**
$138	$166		

**Additional on-site labor charges may apply.

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	**Total Labor**
	$70	

TOTAL for THIS ORDER =

Aisle/Booth

Mailing or Faxing Order:
SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION WITH ORDER

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: $ _____

Paid in Advance: $ _____

Paid on Show Site: $ _____

Balance/Credit: $ _____

(Payment Received by)

Notes or Special Instructions:

PAYMENT AUTHORIZATION FORM

Georgia World Congress Center
Georgia Dome

285 Andrew Young International Blvd.
Atlanta, GA 30313

Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

INTERWIRE

DISCOUNT PRICES AVAILABLE UNTIL
APR 2, 2013
ORDER ON LINE www.gwcc.com
STANDARD RATES WILL APPLY AFTER THIS DATE

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.
We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ **Name of Event You Are Attending**
- ✓ **Exhibiting Company Name**
- ✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: _____ **Expiration Date:** _____

Billing Address: _____

City, ST, Zip: _____

Name as it appears on card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ **BOOTH #:** _____

COMPANY ADDRESS: _____ **PHONE:** ( ) _____-_____

CITY/STATE/ZIP _____ **FAX:** ( ) _____-_____

CONTACT NAME: _____ **EMAIL:** _____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center or Georgia Dome Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommend that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or water in air lines.
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommend that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813

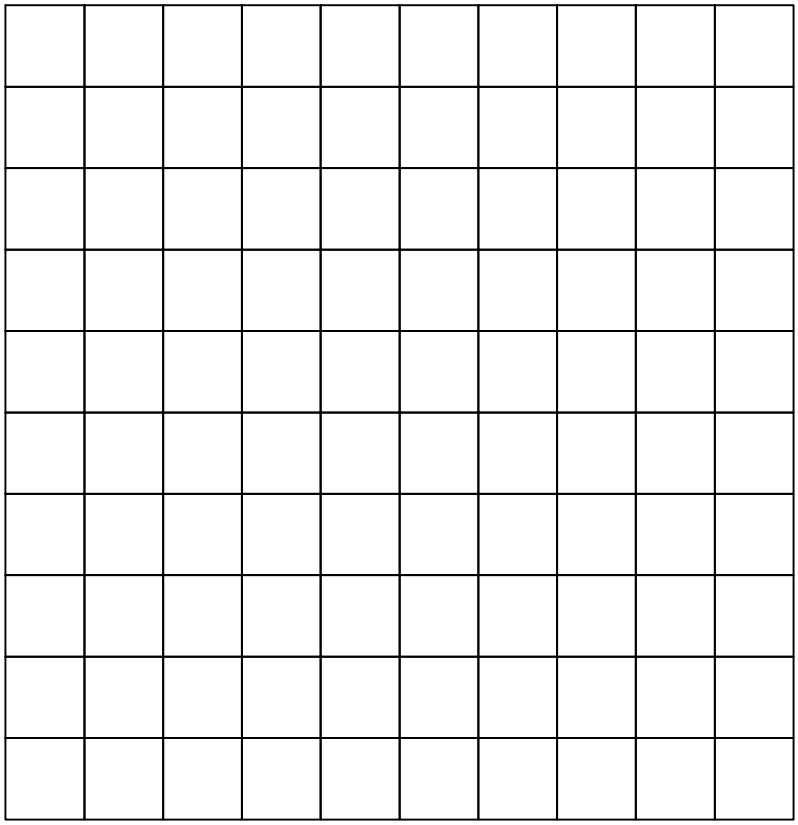
Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:_____

Indicate Adjacent Booth or Aisle Number:_____



Indicate Adjacent Booth or Aisle Number:_____

Front of Booth:_____

Show Name:_____

Booth #:_____

Company:_____

Telecommunications & Network Services Order

Georgia World Congress Center ▪ Georgia Dome ▪ Centennial Olympic Park

285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone: 404-222-5500
Fax: 404-222-5514
http://www.ccld.net
info@ccld.net

Event Name: _____ Booth #/Location: _____

Company Name: _____ Event Date(s): _____

Street Address: _____ City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	$ 265	$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	$ 475	$ 475			
Multi-Line Handset Rental (12-button)	$ 250	$ 300	$ 300		
Voicemail Box	$ 50	$ 65			
Extensions	$ 50	$ 65			
Polycom Conference Phone	$ 250	$ 300	$ 300		
Plain Paper Fax Machine Rental	$ 175	$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	$ 875	$ 875			
Dry Pair	$ 225	$ 225			
DS3 (Extension of Demarcation Only)	$ 3000	$ 3000			
DS1 (Extension of Demarcation Only)	$ 1800	$ 1800			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)

☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)

☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services at the bottom of this order form.

A credit card must be supplied with this order for long distance service to be provided. A $0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	$ 1195	$ 1445			
Additional Hardwired Device/IP Address	$ 145	$ 190			
16-Port Hub Rental (10/100 Base-T)	$ 150	$ 175			
8-Port Firewall Rental (Includes Configuration)	$ 495	$ 525	$ 300		
25-Foot CAT-5 Patch Cables	$ 65	$ 65			
50-Foot CAT-5 Patch Cables	$ 90	$ 90			
100-Foot CAT-5 Patch Cables	$ 150	$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	$ 65	$ 65			
Network Engineering Rate (per hour)	$ 125	$ 125			

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Subtotal (Telecommunications + Internet Services):	
Add 20% Expedite Fee for On-Site Orders:	
8% Sales Tax:	
Total:	

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a $300.00 Relocation Charge.

Rate Date: January 1, 2010

TERMS AND CONDITIONS

1. **Lease of Equipment**. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service;** Payment.
   (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
   (b) Personal checks will be accepted with Advance Rate requests only.
   (c) There will be $50.00 service charge for all returned checks.
7. **Equipment Management**. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations**. The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties**.
   (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
   (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment**. Standard Telephone Sets, $75.00 each; Multi-line Sets, $300.00 each; Speaker Phone Sets, $75.00 each; Fax Machines, $500.00 each; Polycom Sets, $300.00 each; Pagers, $150.00 each; Cellular Phones, $500.00 each; Hubs, $300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
   (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk**.
10. **Events of Customer Default**. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date**.
11. **Remedies of CCLD**. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability**.
   (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
   (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
   (c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.
   (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
   (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification**. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment**. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment**. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law**. This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity**. CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

DIAMOND – Our Newest Unit! The Diamond package is a portable scanner with full color display. Your leads are stored on the unit and are also uploaded real-time to a leads website that you or your associates can access from any internet connected PC. Leads can be reviewed and qualified with the easy to use touch screen display on the unit. **This unit is battery powered and does not require electricity**.

WIRELESS BLUETOOTH PRINTER – You can now have the best of both worlds! You can have the portability of the wireless scanner w/ the ability to write notes on a paper printout. You can rent a portable, battery operated printer that will connect via Bluetooth to one or multiple Diamond units. You can walk around your booth, while still having the benefit of a printer! *BLUETOOTH PRINTERS ARE ONLY COMPATIBLE WITH DIAMOND UNITS.*

PLATINUM PACKAGE This package comes with a high-powered Laser Scanner, connected to a GPRS capable desk top unit with touch screen interface, color video display and built-in printer. Leads are saved to website you can access in real-time in addition to an internal compact flash card for data protection. Since the leads write directly to the web there is no need to download after the show. Simply return your unit and walk away. Each unit comes with 20 standard follow-up codes. You get the security of a printout along with your leads on-line and no wait! This unit requires electricity.

BRONZE ™- This unit scans the badge and provides a printout of all leads. This unit does not provide a USB Memory Drive. This unit requires electricity.

FOLLOW-UP QUALIFIERS-Each Lead Retrieval Unit comes complete with 20 standard follow-up qualifiers. The Standard Action Codes included are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase In 30 Days
16. Purchase In 3 Months
17. Purchase In 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

Additionally, up to 30 custom codes can be used to specify certain products, model numbers, or any of your special needs at a modest up-charge. To order custom qualifiers, please fill out the custom lead follow-up codes order form.

Custom Lead Follow-Up Codes Order Form

How to Customize Your Lead Follow-Up Codes.

If previously listed 20 standard Lead Follow-Up codes do not meet your requirements, please indicate your Custom Codes below (fee applies). You may specify a total of 30 codes with a total of 35 characters and spaces each. **Your Custom Codes will be pre-programmed onto your unit.**

Important! Please include this form with your order if you have custom codes.

01._____	16._____
02._____	17._____
03._____	18._____
04._____	19._____
05._____	20._____
06._____	21._____
07._____	22._____
08._____	23._____
09._____	24._____
10._____	25._____
11._____	26._____
12._____	27._____
13._____	28._____
14._____	29._____
15._____	30._____

Exhibitor Information:

Show Name _____ Booth # _____

Company _____ Date _____

Contact Person _____ Title _____

Fax this form along with the Exhibitor Lead Retrieval Unit Order Form to:

EPIC
10900 Granite Street
Charlotte, NC 28273
Phone: (980) 233.3777
Fax: (980) 233.3800

Exhibitor Lead Retrieval Unit

Rental and Purchase Order Form

Complete and Return with Payment To:
EPIC
10900 Granite Street, Charlotte, NC 28273
Phone: 800-521-3265 –or- 980-233-3777 **Fax: 980.233.3800**

Exhibitor: *(Please type or print)*

Company_____ Booth Number _____

Address _____

City _____ State _____ Zip _____ Country _____

Telephone (_____)_____ FAX (_____)_____

Key Contact _____ Email _____

ORDER ONLINE BEFORE 03/22/2013 TO SAVE MONEY AT THE FOLLOWING ADDRESS:

https://www.tradeshowregistrar.com/lr/?event=IW13LR

QTY	DESCRIPTION	'EARLY-BIRD' ONLINE BEFORE 03/22/13	'EARLY-BIRD' FAX OR MAIL BEFORE 03/22/13	ADVANCE PRICE	TOTAL
	Diamond **Qty 1-4** (Portable unit that uploads leads on-line in real-time)	$325.00 Online only	$330.00	$350.00	$
	Diamond Multi-Unit Pricing – **Qty 5-9 Only**	$300.00 Online only	$305.00	$325.00	$
	Diamond Multi-Unit Pricing – **Qty 10+ Only**	$275.00 Online only	$280.00	$300.00	$
	Bluetooth Printer – Print leads wirelessly via Bluetooth from your Diamond Unit	$75.00 Online only	$80.00	$100.00	$
	Platinum (Provides printout & leads online)	$325.00 Online only	$330.00	$350.00	$
	Bronze ™ - Provides printout only, no electronic copy	$225.00 Online only	$230.00	$250.00	$
	Custom Qualifiers (attach typed list of qualifiers to order form)	$75.00			$
	In Booth Training, Pickup AND Delivery	$95.00			$
		Please total all Rental Fees			$

Please note: ***Orders without credit card numbers will not be processed.*** **Credit card information and signature are required for all orders regardless of payment method as a security deposit on your lead retrieval unit. If paying by check, you will not be charged.**

Payment Method: ☐ American Express ☐ Visa ☐ MasterCard ***-OR-*** ☐ Company Check, Payable to: EPIC

Credit Card #: _____ **Expiration Date:** _____ / _____

Name on Card_____

Signature of Cardholder: X _____

(By signing here, you agree to terms and conditions below. MUST BE SIGNED and completed for all order.)

TERMS and CONDITIONS

Customer understands that the rental and use of Lead Retrieval Units and Software grants only a license to use it for the duration of event, and that no equity or ownership is imparted by this rental lease. It is understood that each Lead Retrieval Unit (except battery operated units) requires electrical service in the customer's booth. Customer further understands that he/she is responsible for the proper use and safe guarding of any rental equipment while it is in customer's possession and exhibitor will be liable for any loss or damage to the rental equipment, normal wear and tear excepted, and that damaged rental equipment or rented equipment not returned to the Lead Retrieval Service Desk at the end of event will be billed to it in the amount of $2,495 for each Platinum Trakker™, Mi/Diamond™, or Bronze Trakker™. ***Customer agrees to return the unit to EPIC's service desk no later than one hour after exhibit hall close***. Equipment left anywhere else is the sole responsibility of the customer. Event Planning International Corporation (EPIC), may at its option, recover abandoned equipment not returned within one hour of show close and, if so, customer agrees to pay a $100.00 abandonment fee. In no way does this absolve customer from its responsibility of the timely return of equipment. Customers using Pick-up service must remain in the booth until pickup occurs which will be no later than one hour after show closes. There will be a cancellation charge of $75.00. Orders cancelled within 30 days of event are non-refundable. In the event customer's Lead Retrieval Unit malfunctions, EPIC agrees to replace the equipment (if another unit is available or at EPIC's option may offer a refund not to exceed the rental cost of the unit) but that is the sole extent of its responsibility and liability to customer. Customer waives all claims for injuries or damage against Interwire/WAI and EPIC resulting from any cause in connection with its use of the Lead Retrieval Unit or any other rented equipment during the period of event and agrees to indemnify and hold harmless Interwire/WAI and EPIC for such injuries and damages.

AUDIO VISUAL SERVICES ORDER FORM

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	DVD Player (Standard)	150.00	
	Blu-ray Player	$245.00	
	Pal Format DVD Player	Call for Price	
QTY	**LCD & PLASMA MONITORS**	**SHOW RATE**	**TOTAL**
	*** Where needed, check *Wall Mount* or *Table Stand* ***		
	*** Some monitors and mounts may require labor. See terms. ***		
	17" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	125.00	
	20" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	175.00	
	22" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	225.00	
	24" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	275.00	
	26" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	375.00	
	32" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	575.00	
	37" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	650.00	
	42" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	750.00	
	50" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	950.00	
	61" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	1975.00	
	Plasma Floor Stands (Chrome Dual Post)	125.00	
	Plasma Stereo Speakers	75.00	
	VGA Distribution Amplifier (1x2)	100.00	
	VGA Extension Cable (10' to 25')	25.00	
QTY	**PROJECTION EQUIPMENT**	**SHOW RATE**	**TOTAL**
	LCD Projector, 3000 Lumen	625.00	
	LCD Projector, 3500 Lumen	900.00	
	LCD Projector, 5000 Lumen	1900.00	
	42" Projector Cart w/drape	60.00	
	6' - 8' Tripod Screen	90.00	
	*Larger screen sizes also available	Call for Price	
QTY	**AUDIO EQUIPMENT**	**SHOW RATE**	**TOTAL**
	Shure UHF Wireless Microphone Kit (100 CH / Programmable)	275.00	
	Shure Wired Handheld Microphone	75.00	
	Powered Speaker with Floor Stand	150.00	
	Sound System #1: (2)Speakers w/stands, (1) Wired Mic, (1) Mixer	425.00	
	Sound System#2: (2)Speakers w/stands, (1) Wireless Mic, (1) Mixer	675.00	
	CD Player	75.00	

Equipment Total	
Delivery/Pick Up 20%, min. $95	
8% Sales Tax	
Other Fees	
Grand Total	

The Wire Association International, Inc.

Booth# _____

Audio Visual Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	**On-Site Contact:**	**Cell Phone:**
Facility:	**Booth#**	**Room:**
Company:	**Delivery Date:**	**Delivery Time:**
Contact:	**Pick Up Date:**	**Pick Up Time:**
Address:		
City:	**State:**	**Zip:**
Phone:	**Fax:**	
Email: (Confirmation of order will be sent here)		
AMEX/Visa/MC#:		
CW#:	**Exp. Date:**	
Cardholder Name:	**Signature:**	

The Wire Association International, Inc.

Pricing:
Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

Delivery:
An authorized representative must be present at the time of delivery and pickup.
Equipment will be delivered to and picked up from your booth.

Labor, Installation & Dismantle (I&D):
Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of $75 per hour, per man. Tech Rentals does not supply labor to mount hanging brackets to your booth. This must be done prior to Tech Rentals setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

Equipment:
For equipment not listed, please contact us for a complete list of inventory.
Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee:
Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
Any loss or damage of said equipment will be paid for by the renter.

Cancellation:
Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
On-site cancellations will be charged 100% of rental fee.

Payment:
All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.
A written confirmation will be sent to you once your order has been processed.

COMPUTER SERVICES ORDER FORM

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	DESKTOP COMPUTERS	SHOW RATE	TOTAL
	*** includes wired keyboard, mouse and 15" monitor ***		
	PC - Pentium IV 2.20ghz,2GB,DVD,NIC,Windows/Office	285.00	
	PC - Core2 Duo 2.4GHz, 4GB Ram, Windows/Office	385.00	
	Mac - G5 Tower, Dual Core 2.3GHz, 4GB Ram	495.00	
QTY	**LAPTOP COMPUTERS**	**SHOW RATE**	**TOTAL**
	PC - Pentium IV 2.66ghz,512Mb ,DVD, WiFi, Windows/Office	250.00	
	PC – Core2 Duo 2.1GHz, 4GB Ram, Windows/Office	350.00	
	MacBook Pro 2.2GHz, 2GB Ram	500.00	
QTY	**LCD & PLASMA MONITORS**	**SHOW RATE**	**TOTAL**
	*** Where needed, check *Wall Mount* or *Table Stand* ***		
	*** Some monitors and mounts may require labor. See terms. ***		
	17" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	125.00	
	20" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	175.00	
	22" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	225.00	
	24" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	275.00	
	26" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	375.00	
	32" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	575.00	
	37" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	650.00	
	42" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	750.00	
	50" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	950.00	
	61" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	1975.00	
	Plasma Floor Stands (Chrome Dual Post)	125.00	
	Plasma Stereo Speakers	75.00	
	VGA Distribution Amplifier (1x2)	100.00	
	VGA Extension Cable (10' to 25')	25.00	
QTY	**PRINTERS & OFFICE EQUIPMENT**	**SHOW RATE**	**TOTAL**
	HP 4200 Series Laser Jet Printer (4200, 4240, 4250)	225.00	
	HP 3600 Color Laser Jet Printer	675.00	
	Print Server (Ethernet)	75.00	
	Desktop Copier	350.00	
QTY	**COMPUTER ACCESSORIES**	**SHOW RATE**	**TOTAL**
	Wireless Mouse & Keyboard	150.00	
	Keyboard & Mouse (wired)	60.00	
	Multi-Media Speakers	45.00	
	Ethernet Cable (25' to 50')	25.00	
	Hubs, Routers and other networking equipment available	Call for Price	

Equipment Total	
Delivery/Pick Up 20%, min. $95	
8% Sales Tax	
Other Fees	
Grand Total	

The Wire Association International, Inc.

Booth# _____

Computer Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	**On-Site Contact:**	**Cell Phone:**
Facility:	**Booth#**	**Room:**
Company:	**Delivery Date:**	**Delivery Time:**
Contact:	**Pick Up Date:**	**Pick Up Time:**
Address:		
City:	**State:**	**Zip:**
Phone:	**Fax:**	
Email: (Confirmation of order will be sent here)		
AMEX/Visa/MC#:		
CW#:	**Exp. Date:**	
Cardholder Name:	**Signature:**	

The Wire Association International, Inc.

Pricing:
Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

Delivery:
An authorized representative must be present at the time of delivery and pickup.
Equipment will be delivered to and picked up from your booth.

Labor, Installation & Dismantle (I&D):
Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of $75 per hour, per man. Tech Rentals does not supply labor to mount hanging brackets to your booth. This must be done prior to Tech Rentals setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

Equipment:
For equipment not listed, please contact us for a complete list of inventory.
Customer is responsible for the security and condition of rented equipment and will be required to pay for any items that are lost, stolen or damaged during the rental period (anytime after delivery and before pickup of equipment).

Guarantee:
Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
Any loss or damage of said equipment will be paid for by the renter.

Cancellation:
Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
On-site cancellations will be charged 100% of rental fee.

Payment:
All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.
A written confirmation will be sent to you once your order has been processed.

FLORAL ORDER FORM

Show Name: _____

Show Location: _____

Show Dates: _____

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator:_____ _____

Phone: _____ Fax: _____ Authorized Signature: _____

Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**

Please return overnight shipment with payments to: 121 Pine Dr. , Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ tropical flowers—Price $ _____ each

Qty ____ Spring flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H

$20.00 each

Qty ____

White ____

Yellow ____

Bronze ____

Lavender ____

Azaleas—12"H

$35.00 each

Qty ____

White ____

Pink ____

Red ____

Bromeliads—12"-18"H

$35.00 each

Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  - **Tropical :** *(beach scenes; rain forests)*
  - **Seasonal:** *(Spring, Fall, Holiday)*
  - **Formal :** *(serenity garden, English garden)*
- **Border Areas:**
  - ***Hedges*** *(control flow)*
  - ***Lawn or Golf*** *(promotional)*
  - ***Trees*** *(privacy)*

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM

TLC
770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

Small Fern

Small Fern—12”H x 12”W
$25.00 each
Qty ____

Large Fern

Large Fern—24”H x 24”W
$35.00 each
Qty ____

Ivy

Ivy—10”H x 10”W
$35.00 each
Qty ____

Pothos

Pothos—12”H x 12”W
$35.00 each
Qty ____

2’ Green Plants

$29.95 each Qty ____

3’ Green Plants

$39.95 each Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___

5’ @ $59.95 each Qty ___

6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability

Planters are 2 1/2’ long.

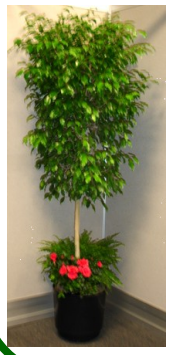
Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__white, __yellow, __bronze, __lavender

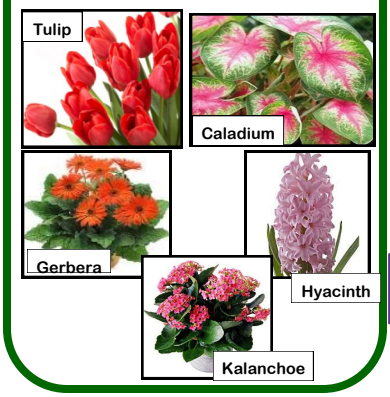


4’ @ $125.00 each, Qty ___

5’ @ $135.00 each, Qty ___

6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.***
There is a 1.5% energy surcharge added to each order.

Order Cost Summary

Select Container (Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal _____

____% Sales Tax _____

1.5% esc _____

Total _____

EXHIBITOR ORDER FORM

GEORGIA WORLD CONGRESS CENTER

GEORGIA DOME

CENTENNIAL OLYMPIC PARK

IMPORTANT INFORMATION

WELCOME TO THE
GEORGIA WORLD CONGRESS CENTER!

Please take a moment to review our policies and procedures.

All food and beverage must be ordered through Levy Restaurants, the exclusive caterer for the Georgia World Congress Center and the Georgia Dome.

All catering orders require full payment at least 10 days in advance. We accept company checks and wire transfers (ten days prior to service), Visa, MasterCard, Discover, American Express and Diners Club. A credit card is required to be on file for any additional services ordered during the show. Menu prices are charged in U.S. dollars.

Cancellations must be made 48 hours in advance of delivery date; otherwise full charges will be incurred. Please note that all food and beverage prices are subject to applicable service charges and applicable taxes.

Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce, or distribute. Sample sizes must be limited to five ounces of beverage and three ounces of food. All samples must be related to the nature of the show. Written authorization is required by Levy Restaurants.

Client is responsible for all electrical needs, tables, chairs, and trash removal.

There will be a 50.00 charge for each delivery totaling less than 50.00 (prior to tax and service charge).

All exhibitor booth services are considered "drop off" and include necessary equipment; booth attendants are available at an additional cost. All services include disposable ware, napkins, and appropriate condiments. China glassware is available for an additional charge. Please contact your Sales Manager for more details.

All alcohol services (if permitted by Show Management) require a minimum amount to be charged; the service may also require additional forms to be completed. No alcohol may be brought into the facility. Please contact your Sales Manager for more details.

Prices are subject to change without notice.

Levy Restaurants

285 Andrew Young International Boulevard, N.W.
Atlanta, Georgia 30313-1591
Phone: 404.223.4500 • Fax: 404.223.4511
foodservices@levyrestaurants.gwcc.com

ORDERING 21 DAYS
IN ADVANCE
SAVES YOU 10%

BEVERAGES, BREAKFAST, AND BREAKS

BEVERAGES

Coffee
Fresh brewed coffee, decaffeinated coffee and flavored teas
45.00 per gallon

Premium Coffee
Fresh brewed Starbucks coffee, decaffeinated coffee and flavored teas
49.00 per gallon

Fresh Brewed Iced Tea
45.00 per gallon

Assorted Juices *(Coca – Cola Products)*
3.00 each

Soft Drinks *(Coca – Cola Products)*
3.00 each

Dasani Bottled Water *(10 oz.)*
3.00 each

Sparkling Water *(10 oz.)*
3.25 each

Milk *(1 pt.)*
Whole, 1%, 2%, Skim
2.25 each

Water Cooler
Includes cooler rental, one 5 gallon spring water container and paper cups
200.00 per show

Additional 5 gallon spring water containers (includes paper cups)
25.00 each

*Power Requirements: 110V/20amps

Ice *(40lb. bag)*
45.00

BREAKFAST

Assorted Cereals
3.75 each (includes milk)

Oatmeal
3.75 each

Assorted Baked Goods
Danish, muffins and croissants with butter and jellies
34.00 per dozen

Assorted Bagels
includes cream cheese and butter
34.00 per dozen

Gourmet Breakfast Pastry Selection
(filled demi-croissants, apple strudel, pecan coffee cake, and scones)
38.00 per dozen

Assorted Biscotti
38.00 per dozen

Hot Breakfast Sandwiches
Your choice of any one flavor by the dozen: Biscuits, croissants or English muffins with egg and cheese; bacon, sausage or ham; southern style chicken biscuits are also available
45.00 per dozen

BREAKS

Party Snack Mix
18.00 per pound

Hershey's Kisses
12.00 per pound

Pretzel Twists (Bulk)
12.00 per pound

Peanuts, Dry Roasted or Honey Roasted
15.00 per pound

Whole Fresh Fruit
15 piece bowl 25.00
25 piece bowl 38.00

Assorted Yogurts
3.00 each

Trail Mix
3.50 per bag

Individual Bags of Chips and Snacks (Assorted)
2.50 per bag

HORS D'OEUVRES AND DESSERTS

COLD HORS D'OEUVRES

Spring Vegetables Crudite
Seasonal vegetables with chile lime cream and ranch dipping sauce
25 persons – 137.50
*Served in increments of 25

Artisan Cheese and Fruit Board
English Cheddar, Maytag Bleu cheese, Humboldt Fog, Camembert Claudel, Herb Boursin, served with dried cherries, clover honey, apricots, lavosh, assorted crackers and gourmet flatbread
25 persons – 193.75
*Served in increments of 25

Domestic Fruit and Cheese Tray
A display of old world craft and American pride cheeses from near and far, served with seasonal berries and fruit garnish, assorted crisp crackers and flat breads
25 persons – 112.50
*Served in increments of 25

Seasonal Fruit Tray
Assortment of sliced fruits and berries
25 persons – 125.00
*Served in increments of 25

Tortilla Wraps
Summer grilled vegetables with ranch dressing, smoked turkey and cheddar with lettuce, tomato
50 pieces – 160.00
100 pieces – 320.00

HOT HORS D'OEUVRES

Cocktail Meatballs
Served with marinara or mushroom sauce
4.00 per piece (50 piece minimum)

Chicken Wings
Barbecue, buffalo or lemon pepper
4.00 per piece (50 piece minimum per flavor)

Chicken Drummets
Southern style breaded chicken with honey mustard sauce
4.00 per piece (50 piece minimum)

Potato Skins
With Cheddar cheese and sour cream
4.00 per piece (50 piece minimum)

Pig in a Blanket
Plump all beef mini hot dogs wrapped in a flaky pastry dough, served with tomato ketchup and spicy mustard
4.00 per piece (50 piece minimum)

Vegetable Spring Rolls
With sweet chili sauce and cilantro oil
3.50 per piece (50 piece minimum)

Cocktail Quiche
Three cheese, spinach florentine, mushroom or French lorraine
3.50 per piece (50 piece minimum)

Caprese Mini Quiche
Tomatoes, basil, mozzarella, and sun-dried tomatoes
3.75 per piece (50 piece minimum)

DELECTABLE DESSERTS

Gourmet Brownie Selection
38.00 per dozen

Gourmet Dessert Bars
38.00 per dozen

Assorted Jumbo Cookies
34.00 per dozen

Gourmet Tea Cookies
30.00 per dozen

Assorted Cookies
30.00 per dozen

Cake Selections
Black forest, strawberry shortcake, chocolate, tiramisu, coconut, lemon, carrot, German chocolate
55.00 each

New York Style Cheesecake
60.00 each

Chocolate Covered Strawberries
60.00 per dozen

Mini French Pastries
60.00 per dozen

Gourmet Truffles
60.00 per dozen

Specialty Cake with Logo or Special Message
Half Sheet Cake
95.00
serves 40-45 Persons

Whole Sheet Cake
190.00
serves 75-90 persons

DELIVERED BOX LUNCHES

All box lunches include a soda, piece of fresh fruit, and homemade baked good

DELI BOX LUNCH – 20.00 PER PERSON

- Honey glazed ham and swiss on pretzel bread
- Smoked turkey and cheddar on a honey wheat roll
- Tuna salad croissant
- Chicken salad croissant

PREMIUM BOX LUNCH – 24.00 PER PERSON

- Grilled Veggie Wrap on onion ciabatta with mushrooms, peppers, monterey jack cheese, pasta salad, piece of fresh fruit and homemade baked good
- Center Cut Roast Beef and Smoked Cheddar on onion ciabatta, pasta salad, piece of fresh fruit and homemade baked good

GOURMET SALAD BOX LUNCH – 20.00 PER PERSON

- **American Chop** - Mixed greens with ham, turkey, peppers, tomatoes, cucumbers, garbanzo beans, peppercorn ranch
- **Chicken Caesar Salad** - Crisp romaine with grilled chicken, roma tomatoes, herb croutons, parmesan cheese, caesar dressing
- **Vegetable Chop Salad** - Mixed greens with broccoli, peppers, cucumbers, onion, roma tomatoes, black olives, provolone cheese, parmesan cheese, red wine vinaigrette
- **Caprese Salad** – Crisp romaine with plum tomatoes, basil, mozzarella cheese

CHEF'S TABLES

(20 person minimum per selection)

All Chef's Tables include disposable ware (beverages are not included)

Deli – A variety of smoked turkey, roast beef, smoked ham, cheddar cheese, Swiss cheese, and provolone cheese, with kosher pickles, lettuce, onion and tomatoes. Served with sliced bread, Kaiser rolls, mustard, mayonnaise, and potato chips
20.00 per person

Georgia Barbecue – Chopped barbecue pork with sesame buns, spiced roasted corn, dill pickles, sweet pickle, chips, and hot sauce
20.00 per person

Southern Delight – Southern fried chicken, cornbread biscuits, clover honey, potato salad
20.00 per person

Little Italy – layers of creamy ricotta cheese, fresh pasta sheets, and a plum tomato-basil sauce with garlic bread and butter; choice of traditional beef or vegetarian
20.00 per person

MISCELLANEOUS SERVICES

Booth Attendant – 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

Chef's Attendant – 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

Bartender - 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

TRAFFIC PROMOTERS...AND MORE!

DESSERT CART

- A lavish selection of freshly homemade goods tempting all! Includes a grand selection of cakes, cookies, dessert bars and more.
- Includes attendant.
- 1400.00 per day

DELUXE ESPRESSO AND CAPPUCCINO CART

- Ornate copper and brass machine on umbrella cart
- Includes attendant
- 300 cups of beverage
- 1400.00 per day
- 3.00 per additional cup
- 1600.00 per day with Starbucks Coffee
- 300 cups of beverage. 3.50 per additional cup

**Requires 110 – volt power, 208 – volt, 20 amp*

***ask your salesperson about having your cups branded!**

LEAVE YOUR MARK...
WITH BRANDED ITEMS

**call*

404-223-4500

for more information

POPCORN MACHINE RENTAL

- Bring the smell of fresh popcorn to your booth!
- Includes attendant to serve your guests
- 750 (8 oz) cups of popcorn, seasoning, scoop, napkins, and popcorn containers
- 800.00 per day
- Additional boxes of popcorn available for 200.00 each

**Requires 110 volt/20 amps power*

ICE CREAM FREEZER AND NOVELTIES

- Indulge in delicious frozen treats any time of day!
- Includes freezer rental and 120 ice cream novelties (a variety of fruit bars, frozen yogurt bars, and ice cream sandwiches)
- 400.00 per day
- Additional ice cream novelties available for 36.00 per dozen (minimum 3 dozen)
- Assorted Gourmet Ice Cream bars (high end brands such as Haagen Dazs, Dove, etc.) available for 48.00 per dozen (minimum 3 dozen)

**Requires 110 volt/20 amps power (freezer)*

(Novelties and Gourmet Ice Cream bars must be ordered as part of above package)

DINING DOLLARS DEBIT CARD!

The Levy Restaurants dining dollars debit card is a dining card that works like a debit card! It is redeemable at wide variety of outstanding restaurants and cafés located in the Georgia World Congress Center. Here are ways you can benefit from the Levy Restaurants Dining Dollars Debit Card:

1. Manage staff meals and beverage budgets!
   Our cards provide the best way for managers to set per-diems, manage budgets and avoid the administration of post show expense reports
2. Provide attendees incentives to guarantee a visit to your booth! Treat attendees to a refreshment Levy Restaurants Dining Dollars Debit Cards make great reward gift incentives
3. Make a memorable impression! Tradeshows are famous for giveaways, but if you want to giveaway something exciting with great perceived–value, Levy Restaurants Dining Dollars Debit Cards are ideal impromptu gifts

***There is a 10.00 minimum for all cards.**

Levy Restaurants

EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT / TRADESHOW	ROOM / BOOTH NUMBER	FACILITY / HALL
ON SITE AUTHORIZED CONTACTS / CONTACT NUMBER	# OF EXPECTED GUEST	

DAY / DATE	REQUESTED DELIVERY TIME / END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

INSTRUCTIONS:

1. PLEASE contact our office if you do not receive your catering agreement, banquet orders, and balance due within 2 weeks of placing your order; receipt of these forms CONFIRMS your order has been placed.
2. Full payment must be received **5 business days** prior to the start of services (checks and/or wire transfers must be received **10 days** prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
3. Any changes for the next day must be made by 3 pm the previous day. Cancellations require a 72 hour notice or full charges will be incurrred; special order items may be reduced; however you will still incur all charges.
4. **Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.**
5. 21% Service Charge, 8% Sales Tax, and 3% City Liquour Tax (where applicable) will be added to total.
6. If food/beverage order is less than $50.00 per delivery, a $50.00 delivery fee will be charged.
7. If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD AUTHORIZATION

Card Type: ❑ Visa ❑ MC ❑ Amex ❑ Discover ❑ Visa

Other Payment Options: ❑ Check ❑ Wire Transfer *(must be received 10 business days before first show day)*

Name as appears on Card:_____

Credit Card Number:_____ Expiration Date:_____ Security Code:_____

Signature of Cardholder:_____

MAIL, FAX, OR SCAN TO: **LEVY RESTAURANTS** 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591
Ph: 404-223-4500 Fax: 404-223-4511 E-mail: foodservices@levyrestaurants.gwcc.com

ALCOHOL BAR SERVICE PRICING

All services include cups, ice, and beverage napkins
Price does not include 21% Service Charge, 8% Sales Tax, or 3% Liquor Tax (when applicable)

Minimum of $750 in revenue guaranteed (paid in advance)
Charged on consumption after minimum is met
Bartender required ($200 for up to 4 hours; $60 per hour after 4 hours)

All bars include the following beverages:
Cocktails: $6/EACH
Imported Beer (Heineken, Heineken Light, Corona, Corona Light): $6/EACH
Domestic Beer (Budweiser, Bud Light, Coors, Coors Light, MGD, Miller Lite): $5/EACH
House Wine (Chardonnay, Cabernet, Merlot, White Zinfandel): $5/EACH
Assorted Soft Drinks and Bottled Water (Coca-Cola Products): $5/EACH

Additional Beverage Services (requires pre-purchase):
Mimosas ($8/EACH); **Bloody Marys** ($8/EACH); **Margaritas** ($8/EACH);
Specialty Cocktail Drink Station ($9-$10/EACH)

ALCOHOL DELIVERY PRICING

All services include cups, ice, and beverage napkins
Price does not include 21% Service Charge or 8% Sales Tax

Drop off service – no bartending
Consumption credit not available
Alcohol Indemnification Form required for delivery

Beer: $5/EACH or $120/CASE (Domestic); $6/EACH or $144/CASE (Imported)
***Special Order Beer (anything not listed above):** $168/CASE
House Wine: $34/BOTTLE
***Special Order Wine (anything not listed above or in full menu):** $408/CASE
*Special order items must be requested at least six (6) weeks in advance

Levy Restaurants
404-223-4500
foodservices@levyrestaurants.gwcc.com